

topsfield



giving back

Town of Topsfield, Massachusetts
2005 Annual Report

TOWN OF TOPSFIELD MASSACHUSETTS

July 1, 2004 through June 30, 2005



THE ANNUAL REPORTS, RECEIPTS, AND EXPENDITURES
OF THE
TOWN OFFICERS
FOR THE 2005 FISCAL YEAR

Credits and Acknowledgments:

Annual Report Committee:.....Beth Johnson, Roberta Knight, Gretchen Rehak

Design and Production:.....E. T. Johnson and Associates

Note:

All financial data cover the period July 1, 2004 through June 30, 2005. However, for the reader's benefit, and to make this a more meaningful publication, individual reports may list more current significant events.

In Memoriam



Annette Stathopoulos

September 15, 1940 – January 31, 2006

A dedicated employee for 20 years, Annette Stathopoulos worked for the Topsfield Town Library until January 9, 2006. Annette came to the library in 1986 after working successfully in other libraries around the country, most notably, the Boston Public Library system for ten years. She was the patrons' librarian who loved the one-on-one service, and developed programs and collections to reflect that special relationship.

Her special gift of picking the right book for the right patron lead Annette to develop techniques as reader advisory for fellow staff. In addition to her ability to know her readers, she became active in developing the audio book collection for the library. In developing the collection, Annette became well-versed on audio readers and their style, and once again matched them with the right patron. The Topsfield Town Library's audio book collection is well-known throughout the Merrimack Valley Library Consortium for its quality and depth. Annette's special touch is seen throughout the library. A dear friend and colleague is missed, but remembered everyday through her lasting work. Next time you checkout an audio book from the library, remember Annette.

Giving Back

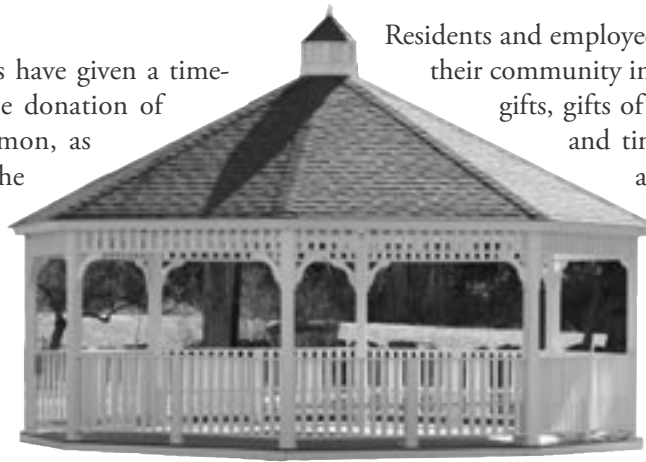
More than 50 years ago, Joseph and Dorothy Riley moved to Topsfield as newlyweds, choosing this quaint New England town because it was so lovely, and Dorothy had accepted a position as a first grade teacher

in Topsfield. For 33 years, Mrs. Riley taught first grade, shaping, influencing, and sharing her gift as a teacher to hundreds of Topsfield children, in particular her love to teach children to read. Joseph Riley had a law practice in Ipswich and was also the Director of Special Education in Salem for more than two decades. They had no children of their own, but the Riley's gave of their time and compassion to children of the community.

Fifty-six years later, the Riley's have given a timeless gift to Topsfield, with the donation of a gazebo on the Town Common, as pictured on the front cover. The gazebo is given in memory of the late Joseph Riley, and his surviving widow, Dorothy. The idea of the gazebo came to Dorothy as she was leaving the Topsfield Library last year. She saw two women talking on the sidewalk; books in hand, children in tow, and she thought how nice it would be to have a place close by to walk to. A gathering place where people could visit, or read a book, or enjoy the trees that surround the Common, and the view of the Congregational Church. Her vision became a reality and the gazebo was erected in the Fall of 2005. The first concert was held in the gazebo during the Holiday Walk. The Riley's gift will be enjoyed by generations to come, as grandchildren and great-grandchildren of Mrs. Riley's former first grade students will benefit from their generosity.

The spirit of giving is widespread in Topsfield. John (Jack) Kimball, a 43-year resident of Topsfield and Town Moderator for 28 years, cared deeply about the Town. In 2001 he moved to California with his wife Susanne, but his heart remained in Topsfield. After his death in 2002, his son

established the John Kimball Jr. Memorial Trust, a \$500,000 grant which provides scholarships, to students who have excelled in, and have a passion for the study of history and who reside in, or have a substantial connection to Topsfield. Through the generosity of the Kimball family, they too have given back to a community they called home for 43 years.



Residents and employees of Topsfield give back to their community in many ways; be it financial gifts, gifts of their knowledge, expertise and time, and gifts of friendship and community service. Our garden clubs give gifts of flowering beauty, our children reap the benefits of superb teachers and staff at the Topsfield schools, our streets and homes safe and protected by the care of our public safety officials.

Thanks to the efforts of Norm Isler and Bob Winship, the clock on top of Town Hall was restored and records the passing of time. Our scouting troops and Masco community service students give their time, and creativity to projects that benefit the community; the Topsfield Athletic Association coaches give their enthusiasm and energy; the Hoods Pond Association gives their people power to rebuild the docks and give us a beach to call our own. Countless organizations, boards, volunteers and thoughtful residents exemplify the spirit of giving.

This annual report is dedicated to the spirit of giving, be it the gift of the beautiful gazebo, or the small gesture of a giving a helping hand.

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Town of Topsfield

Town Data

Incorporated in 1650	355th Year
Government:	Open Town Meeting Three member Board of Selectmen
Annual Town Meeting.....	First Tuesday in May
Annual Town Election.....	First Thursday in May
Town Census (January 1, 2005)	6,392
Area.....	13 Square Miles
Town Roads	60 Miles
Fiscal 2005 Tax Rate.....	\$12.06
Tax Levy.....	\$13,867,520.71
Congressional District	Sixth
Senatorial District	First Essex and Middlesex
Representative District	Thirteenth Essex
Town Hall Hours ... Mon.-Thurs.: 8:00 am – 4:00 pm Friday 8:00 am – 12:00 Noon	
Town website:	www.topsfield-ma.gov

Town Calendar

March

Compost Center Opens
Masconomet Youth Hockey Tryouts

April

League of Women Voters: Candidate's Night
Town Clean-Up Day
Masconomet ABC House Fundraiser
Topsfield Athletic Association (TAA):
Spring-Summer Season Signups

May

Memorial Day Parade
Town Meeting & Election
Wallace Kneeland Award
Town Appreciation Awards
Household Metals Collection
Masconomet Youth Football Registration

June

Waldo Smith Beach at Hood's Pond Opens
Strawberry Festival
TAA Soccer Registration
Schools Close

September

Schools Open
Friends of the Topsfield Library Membership Drive

October

Topsfield Fair & Parade
Tri-Town Council Fall Foliage Road Race
Household Metals Collection
Boxford Athletic Association (BAA):
BAA Basketball Sign-ups (for Topsfield)

November

Veteran's Day Ceremony
Visiting Nurse Association: Flu Clinic
Compost Center Closes
Household Hazardous Waste Collection

December

Holiday Walk
Memory Tree Lighting Ceremony
Santa at Fire Station

Town of Topsfield

Emergency Numbers

Ambulance – Fire – Police:911

Beverly Hospital: 978-922-3000

Keyspan (Gas Company) Emergency: 800-231-5325
.....or 888-377-5325

National Grid (Electric)
Outage Emergency: 800-465-1212

All Other Calls: 781-388-5000

Poison Control Center: 800-682-9211

Water Main Breaks : 978-887-2116

Animal Control

Carol Larocque, *Animal Control Officer*

Joel Larson, *Animal Inspector*

Call Emergency Center: 978-887-2116

Assessors

Pauline Evans, *Principal Assessor*

Assessors Office: 978-887-1514

Birth Certificates

Town Clerk: 978-887-1505

Board of Health

Rosemary Decie, *Health Agent*:

..... 978-887-1520

Bus Service

MBTA – Customer Service: 800-392-6100

.....or 617-222-3200

The Coach Company: 800-874-3377

Cable TV

Comcast: 800-633-4266

Cable (Town office): 978-887-1544

Cemeteries

Stephen Shepard, *Superintendent*

Pine Grove Cemetery

Office Building: 978-887-1525

Churches

Congregational Church of Topsfield

East Common 978-887-2101

Our Savior Lutheran Church

Boston Street, Route 1 978-887-5701

St. Rose of Lima Catholic Church

Park Street 978-887-5505

Trinity Episcopal Church of Topsfield

River Road 978-887-5570

Civil Defense

Call Emergency Center: 978-887-2116

Compost Center

279 Boston Street, Route 1

Open Saturdays (Apr.– Nov.)9:00 am – 1:00 pm

Conservation Commission

Lana Spillman, *Conservation Admin.*

Office: 978-887-1510

Council on Aging

Sheila Field, *Director*

Office: 978-887-1523

Courts

Superior and District Courts

See Government Pages of the Telephone Book

Day Care Centers

Joyful Noises

Emerson Center on the Common 978-887-2101 x26

Trinity Church Pre-School

River Road 978-887-2990

Death Certificates

Town Clerk: 978-887-1505

Dog Licenses

Town Clerk: 978-887-1505

Elderly Concerns

See Council on Aging

Elections

Town Clerk: 978-887-1505
Town Meeting: First Tuesday of May
Town Elections:..... First Thursday of May

Finance Committee

Joel Uchenick, *Chairman*: 978-887-6273

Fire Department

Ronald Giovannacci, *Fire Chief*
Fire Emergencies: 911 or 978-87-2116
All Other Business:..... 978-887-5148
Call for Burning Permits, Fire and Smoke Alarms,
and Oil Burner Inspections

Firearm Identification Cards

Emergency Center, *see Police Chief*:..... 978-887-2116

Highway Department

David Bond, *Superintendent*
Public Works Facility:
279 Boston Street 978-887-1542

Historical Commission

Alison Hardy, *Chairman*:..... 978-561-3719
Applications are available in Town Clerk's office.

Housing Authority

Little Brook Village
69 Washington Street 978-887-8407
Alice Sheridan, *Executive Director*

Inspectional Services

Inspections: Call office 978-887-1522
Glen Clohec, *Building Inspector*
Stanley Kulacz, *Gas/Plumbing Inspector*
John Thompson, *Electrical Inspector*

League of Women Voters

Voter Information: 800-882-1649

Library

Jaclyn White, *Director* 978-887-1528
Library Hours:
M-T-Th: 10:00 am to 8:00 pm
W-F: 10:00 am to 5:00 pm
Sat: Noon to 4:00 pm

Marriage Licenses

Town Clerk: 978-887-1505

Moderator

Stephen Clark: 978-887-5165

Newspapers

Salem Evening News: 978-922-1234
Tri-Town Transcript: 978-774-0505
Village Reporter: 978-887-0077

Notary Publics

Town Clerk's Office:
Beverly Guarino 978-887-1505
Joan Glatz 978-887-1505

Park & Cemetery Commission

Stephen Shepard, *Superintendent*
..... 978-887-1525

Percolation Tests

Rosemary Decie, *Health Agent*:..... 978-887-1520

Planning Board

Andrew Sims, *Land Use Coordinator*:..... 978-887-1504
Applications are available in the Town Clerk's office.

Poison Control Center

Information Center: 800-682-9211

Police Department

Daniel O'Shea, *Police Chief*
Emergency: 911
Communications Ctr: 978-887-2116
All Other Business:..... 978-887-6533

Post Office

4 Main Street..... 978-887-5307

Property Valuations

Board of Assessors: 978-887-1514

Schools

Grades K thru 3

Steward Elementary School
Perkins Row 978-887-1538

Grades 4 thru 6

Proctor Elementary School
Main Street 978-887-1530
Tri-Town School Union offices
for Elementary Schools..... 978-887-0771

Grades 7 and 8

Masconomet Regional Middle School
Endicott Road 978-887-2323

Grades 9 thru 12

Masconomet Regional High School
Endicott Road 978-887-2323

Selectmen

Roberta Knight, *Executive Secretary*
Selectmen's Office:..... 978-887-1500

Septic Systems

Rosemary Decie, *Health Agent*..... 978-887-1520

Snow Plowing

David Bond, *Highway Superintendent*.... 978-887-1542

Soil Testing

Rosemary Decie, *Health Agent*:..... 978-887-1520

Soil Removal Board

Contact Conservation Commission

Tax Bills

All billing information: 978-887-1511

Topsfield Beach Association

(Hood's Pond)
Paul Dierze, *President*: 978-887-3437

Town Accountant

Pamela J. Wood:..... 978-887-1508

Town Clerk

Beverly Guarino: 978-887-1505

Town Treasurer/Collector

Barbara Michalowski,
Town Treasurer/Collector 978-87-1511

Transportation – Trains

MBTA: Customer Service 800-392-6100

Trash/Recycling Collection

Replacement Decals and Recycling Bins:
Selectmen's Office:..... 978-887-1500

Tree Warden

David Bond: 978-887-1542

Veterans Services

Matthew Boyle: 978-887-2277

Voter Information and Registration

Town Clerk: 978-887-1505

Water Department

William A. Wood, *Superintendent*
All water related questions: 978-887-1518
All bill related questions: 978-887-1517

Website

Town website office: 978-887-1544

Welcome Wagon

Community Greetings
Joanne Colosi: 978-777-1545

Zip Code 01983

Zoning Board of Appeals

Andrew Sims, *Land Use Coordinator*..... 978-887-1504
Applications for Special Permits or Appeals
available in Town Clerk's office.

Elected Officials

Governor:

Honorable Mitt Romney (R)
Office of the Governor
Room 360
Boston, MA 02133
Tel: 617-727-4005
Fax: 617-727-9725
TTY: 617-727-3666
Internet: www.mass.gov

United States Senators:

Edward M. Kennedy (D)
317 Russell Senate Office Building
Washington, D.C., 20510
Tel: 202-224-4543
Internet: www.senate.gov

Local Office:

JFK Federal Building, Room 2400
Boston, MA 02203
Tel: 617-565-3170
E-Mail: Senator@kennedy.senate.gov

John F. Kerry (D)
304 Russell Senate Office Building
Washington, D.C., 20510
Tel: 202-224-2742
Internet: www.senate.gov

Local Office:

One Bowdoin Sq. Tenth Floor
Boston, MA 02114
Tel: 617-565-8519
E-Mail: john_kerry@kerry.senate.gov

Attorney General

Thomas F. O'Reilly (D)
One Ashburton Place, 20th Floor
Boston, MA 02133
Tel: 617-727-2200
E-Mail: ago.state.ma.us

United States Representative:

John Tierney (D)
120 Cannon House Office Building
Washington, D.C. 20515
Tel: (202) 225-8020
Internet: www.house.gov

Local Office:

17 Peabody Sq.
Peabody, MA 01960
Tel: 978-531-1669

State Senator

Frederick E. Berry (D), *Majority Leader*
State House Rm. 333
Boston, MA 02133-1053
Tel: 617-722-1410
E-mail: FBerry@senate.state.ma.us

State Representative

Theodore Speliotis (D)
State House Rm. 146
Boston, MA 02133-1020
Tel: 617-722-2575
E-mail: Rep.TheodoreSpeliotis@hou.statema.us

Secretary of State

William F. Galvin (D)
State House, Room 337
Boston, MA 02133
Tel: 617-727-9180
E-Mail: cis@sec.state.ma.us

Elected Town Officers

Listing from Annual Town Election - May 5, 2005

These are elected positions voted upon in the annual Town Election in May. The dates represent the year when the current term expires.

Moderator

Stephen S. Clark 2006

Selectmen

Boyd R. Jackson 2006

Ronald T. Kuszmar 2007

John J. McArdle 2008

Town Clerk

Beverly Ann Guarino 2007

Board of Assessors

Eldon D. Goodhue 2006

John J. McArdle 2007

John W. Minnehan 2008

Topsfield School Committee

Ronald P. Giovannacci 2006

Elizabeth H. Aylmer 2007

Allen L. Smith 2007

Karen A. Dow 2008

Jeffrey C. Evaul 2008

Constable

Frederick J. Glatz 2008

Masconomet Regional School

District Committee Representatives

Laura J. Powers 2006

Lawrence Lindquist 2007

John K. Spenser 2008

Kenneth G. Vogel 2008

Commissioners of Trust Funds

David G. Strachan Jr. 2006

Marjorie J. Rouisse 2007

Herbert F. Wass 2008

Board of Library Trustees

Cynthia M. Bailey 2006

Andrew J. Baumgartner 2006

Elizabeth T. Johnson 2007

James F. Rossi 2007

Sheila R. Becker 2008

Robert L. Boeri 2008

Board of Water Commissioners

Elizabeth A. Cullinan 2006

Richard L. Stone 2007

Philip G. Knowles 2008

Park and Cemetery Commissioners

Steven Mscisz 2006

Robert E. Benjamin 2007

Dale E. Johnson 2008

Planning Board

James N. Decoulos 2006

Janice M. Ablon 2007

Gregor Smith 2007

Martha A. Morrison 2008

Stephen T. Whelan 2008

Topsfield Housing Authority

Grace Lynch 2007

John W. Minnehan 2008

I. Bruce Bears 2009

Gerald J. Buckley 2010

Road Commissioners

Joseph K. Gibbons 2006

Philip G. Knowles 2007

Richard J. Cullinan 2008

Appointed Town Officers

July 1, 2004 through June 30, 2005

ADA Coordinator

Jenifer Collins-Brown..... 2005

Affordable Housing Committee

Dawn Gillberg 2005

Grace B. Marciano 2005

Deborah D. Moulton 2005

Christopher L. O'Connell 2005

Stephen T. Whelan 2005

Animal Control Officer

Carol A. Larocque 2005

Reed Wilson (*Alternate*)..... 2005

Animal Inspector

Joel A. Larson 2005

Sandra L. Larson (*Assistant*)..... 2005

Assistant Town Clerk

Joan T. Glatz 2005

Board of Health

Deborah L. Colbert..... 2006

Peter Giabbai* 2005

William J. Hunt 2006

Sheryl L. Knutsen..... 2008

Robert S. Smith Jr. 2007

Board of Health Agent

Rosemary A. Decie..... 2005

Board of Health Regulation Review Committee

John H. Beck 2005

Jacqueline K. Degan..... 2005

Joseph D. Geller..... 2005

Peter Giabbai* 2005

Martha A. Morrison 2005

James L. Rogal..... 2005

Thomas A. Warren 2005

Board of Registrars

Beverly A. Guarino, *Clerk Officio*..... 2005

Constance R. Cook 2005

Joan T. Glatz, *Asst. Registrar*..... 2005

Judith Judson 2008

Elizabeth A. Warren 2006

Dorothy T. Wass..... 2006

* *resigned*

Cable Advisory Committee

Dana B. Berenson 2005

Kathleen M. Curran 2005

Ronald T. Kuzmar II 2005

Philip Madell 2005

Daniel J. Thompson* 2005

William B. Whiting 2005

William A. Wood 2005

Capital Program Committee

A. Richard Gandt 2005

John P. Kinhan 2006

James L. Rogal..... 2005

Dennis B. Shinn 2006

David G. Strachan..... 2006

Caretaker of Soldiers Graves

Steven Mscisz 2005

CDL Coordinator

David M. Bond 2005

Computer Technology Committee

Dana B. Berenson 2005

George S. Kitsakos 2005

Mark S. Rizza 2005

Robert P. Sapienza 2005

Conservation Commission

Wade M. Goldman 2005

Walter D. Harmer 2005

Gregory S. Mellinger 2007

John Z. Olcott, Jr. 2006

Stanley V. Ragalevsky 2006

Ralph L. Stump..... 2005

Thomas A. Warren 2007

Lana R. Sequin-Spillman, *Administrator*

Council on Aging

Shirley Connelly..... 2005

Janice M. Dawley* 2005

Janice Englehardt 2005

Beth Fasano..... 2005

Ronald T. Kuzmar II 2005

Jacqueline A. Rizzo..... 2005

Elaine Stierze..... 2005

Francis N. Watson..... 2005

Leo E. Wilson 2005

Joann M. Capone, *Executive Director*

Emergency Mgt. Director

Charles R. Denault, Jr. 2005

Emergency Medical Services Committee

Cynthia M. Bailey 2005

Jenifer Collins-Brown..... 2005

Raymond C. Gerry..... 2005

Paul C. Harris 2005

Susan M. Reece 2005

Bryant K. Robinson 2005

Allen M. Smith 2005

Executive Secretary

Roberta M. Knight..... 2005

Fence Viewers

Jenifer Collins-Brown..... 2005

Nancy J. Luther..... 2005

Finance Committee

Heidi L. Bond..... 2007

A. Richard Gandt..... 2005

Mark A. Manning 2005

Trudi I. Perry..... 2007

Joel L. Uchenick..... 2006

Dana E. Warren 2006

Robert L. Winship 2006

Forest Warden

Ronald P. Giovannacci..... 2005

Gas Inspector

Mark Osborn 2005

Kevin Lombard (*Alternate*) 2005**Historical Commission**

Jean Busch* 2005

Alison J. Hardy 2006

Kristin H. Krohg..... 2005

Elizabeth R. Mulholland 2007

Sheila A. Rounds..... 2006

Elizabeth J. Wilczak 2005

William F. O'Connor (*Alternate*) 2005**Highway Superintendent**

David M. Bond..... 2005

Inspector of Buildings

Glenn A. Clohec..... 2005

Kenneth A. Ward (*Alternate*) 2005Rupert E. Annis III (*Alternate*) 2005**Inspector of Wires**

John P. Thompson..... 2005

Kendall A. Magee (*Alternate*)..... 2005**Ipswich River Watershed District****Advisory Board**

William A. Wood 2005

Keeper of Clocks

Norman J. Isler..... 2005

Robert L. Winship 2005

Local Emergency Planning Commission

David M. Bond..... 2005

Charles R. Denault, Jr. 2005

Peter Giabbai..... 2005

Ronald P. Giovannacci, *Fire Chief*..... 2005

Beverly Ann Guarino 2005

Walter D. Harmer 2005

Dale Johnson..... 2005

Daniel G. O' Shea, *Police Chief*..... 2005

James L. Rogal..... 2005

MAPC Representative

James J. Fitzgerald 2005

MBTA Representative

Timothy C. Murphy, Jr. 2005

Memorial Day Committee

Matthew I. Boyle..... 2005

David A. Comeau 2005

John M. Chiffer 2005

Thomas E. Curran 2005

North Shore Vocational School**District Committee**

Richard B. Darrah..... 2005

* *resigned*

Open Space Committee

John H. Beck	2005
Parsons W. Clark	2005
Joseph D. Geller	2005
David D. Merrill	2005
Pamela J. Newport	2005

Parking Ticket Clerk

Kathleen E. Smith	2005
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Personnel Board

Lawrence P. Connors*	2005
Elizabeth A. Culinan	2006
Nels S. Gustafson	2007
Allan J. Wallace	2008

Plumbing Inspector

Mark Osborn	2005
Kevin Lombard (<i>Alternate</i>)	2005

Principal Assessor

Pauline M. Evans	2005
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Public Works Committee

David M. Bond	2005
Stephen J. Shepard	2005
William A. Wood	2005

Rail Trail Committee

Frank V. Bodengraven	2005
Gregg A. Demers	2005
Gregory L. Devellian	2005
Joseph D. Geller	2005
Nancy J. Luther	2005
James S. MacDougall	2005
David C. Read	2005
Kathleen A. Tremblay	2005

Recreation Committee

Paula M. Burke	2005
Donna D'Agostino	2005
Darcy Fulton	2005
Joseph D. Geller	2005
Wade M. Goldman	2005
Mary Ellen McGee	2005
Mark Mscisz	2005
Stephen J. Powers	2005
Daniel J. Thompson	2005
Kathleen A. Tremblay	2005

Recycling Committee

David Benedix	2005
James S. Rouvalis	2005
Robert L. Winship	2005

Sealer of Weights and Measures

Robert D. Rose	2005
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Soil Removal Board

Ralph L. Stump	2005
Robert J. Moriarty, Jr.	2005
Stephen T. Whelan	2005

Stormwater Management Committee

David M. Bond	2005
Joseph K. Gibbons	2005
Wade M. Goldman	2005
Walter D. Harmer	2005
Gregory R. Krom	2005
Martha A. Morrison	2005

Tree Warden

David M. Bond	2005
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Topsfield Cultural Council

Elizabeth D. Culbertson	2005
Darcy Fulton	2006
Karin A. Johnson	2006
Caryl R. Kennedy	2005
Marie A. Masse	2005
Linda R. Siwak	2005
Dorothy T. Wass	2005

Town Accountant

A. Bayne Demeritt*	2005
Pamela E. Wood	2006
Katrina M. Martineau (<i>Assistant</i>)	2005

Town Counsel

Kopelman & Paige, P.C.	2005
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Town Hall Building Committee

Andrew J. Baumgartner	2005
Christine S. Beard*	2005
Peter A. Bryson	2005
Gregory J. Cerino	2005
Charles R. Denault, Jr.	2005
Wade M. Goldman	2005
Joseph C. Iarocci	2005

Boyd R. Jackson	2005
Philip G. Knowles	2005
Ronald T. Kuzmar	2005
Benjamin C. Nutter	2005
James L. Rogal.....	2005
Elizabeth J. Wilzack	2005
Robert L. Winship	2005

Town Management Committee

Janice M. Ablon	2005
Stephen S. Clark	2005
Robert L. Holloway, Jr.....	2005
Joseph C. Iarocci	2005
Janet O. Kmetz	2005
Holger M. Luther.....	2005
John J. McArdle	2005
Judson W. Pratt	2005
Joel L. Uchenick.....	2005

Town Treasurer & Collector

Kathy L. Brown (<i>Assistant</i>)	2005
Barbara B. Michalowski.....	2005

Town Scholarship Committee

Audrey B. Iarocci.....	2005
Abigail P. Jackson	2005
Alice B. Sheridan.....	2005

Town Website Committee

Dana B. Berenson	2005
Brenda M. Limone.....	2005
Martha A. Morrison	2005
Daniel J. Thompson*	2005
William B. Whiting	2005

Tree Planning Committee

David M. Bond.....	2005
Dale E. Johnson	2005

Trustee of Perpetual Care

Marjorie J. Rouisse	2005
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Veteran's Agent

Matthew I. Boyle.....	2005
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Veteran's Graves Registration Officer

Matthew I. Boyle.....	2005
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* *resigned*

Wallace Kneeland Memorial Committee

Charles R. Denault, Jr.	2005
Dale E. Johnson	2005
Christina N. MacDougal.....	2005
Jane S. May.....	2005
Judson W. Pratt	2005

Zoning Board of Appeals

Robert J. Moriarty, Jr.	2009
Kristin M. Palace.....	2008
Anthony Penta	2010
Richard D. Sherman	2006
Lisa Stern Taylor.....	2007
Ara Aftandilian (<i>alternate</i>)	2005

The Board of Selectmen's appointing authority may be vast or limited, depending on how a town is organized.

In Topsfield, the Town Moderator, an elected official, appoints the members of the Finance Committee as well as the at-large member of the Capital Program Committee. The Principal Assessor is appointed by the elected Board of Assessors; Water Superintendent by the elected Board of Water Commissioners; Park and Cemetery Superintendent by the elected Park and Cemetery Commissioners; Highway Superintendent by the elected Board of Road Commissioners, Housing Authority Executive Director by the elected Housing Authority; Library Director by the elected Library Trustees; Superintendent of Schools by the elected Elementary School Committee; and Masconomet Superintendent of Schools by the elected Tri-Town Regional School Committee.

The Board of Selectmen has the appointment responsibility for all other appointments. These include the Police Chief, the Fire Chief, Conservation Commission, Town Accountant, Treasurer and Collector, Building Inspector, Board of Health, Executive Secretary, Personnel Board, and many other boards, inspectors, committees and agents. A detailed list can be found in the publication "Know Your Town" available at Town Hall.

The power to make appointments to town boards is one of the most important roles the Board of Selectmen has. It is important that the appointment process is open, fair and properly implemented at all times and at every level.

2005 Fire Department Personnel

Officers:

Giovannacci, Ronald P. – *Chief* ** *

Denault, Charles, Jr. –
Captain, Hazardous Materials Coordinator ** *

Moore, Darrell, Captain, Fire Prevention ** * ^

Collins-Brown, Jenifer –
Captain, Emergency Medical Services Coordinator * ^

Bond, David – *Lieutenant* *

Wood, Donald – *Lieutenant* *

Wood, William – *Lieutenant* *

Firefighters:

Bowman, Cynthia *

Brown, Charles *

Butler, James *

Costanza, Luigi *

Feltault, Jerome *

Fuller, Leonard ** *

Jones, Frederick *

King, Peter *

Lavery, John * +

Looney, Sean *

Lord, William *

Low, Brian *

Moore, Eric * ^

Reineke, John *

Wood, Charles *

Support Staff:

Hurley, James (*Mechanic*)

Lemiesz, Susan (*Administrative Assistant*)

** Career

+ Chaplain

* EMT=Emergency Medical Technician

^ Paramedic

2005 Police Department Personnel

Full-Time Officers

Chief Daniel O'Shea

Sgt. Gerald Harrison

Sgt. James Harris

Ofc. Richard LeBel

Ofc. David Connelly

Ofc. John Hayward

Ofc. Gary Hayward

Ofc. Steven Weir

Ofc. Shawn Frost

Ofc. Scott Lunn

Reserve Officers

Ofc. Edward Holden

Ofc. Glenn Walker

Ofc. Raymond Gerry

Ofc. David Bond

Ofc. Robert Cahill

Ofc. Caroline Guarino-Wilichoski

Ofc. Gary Wildes

Ofc. Neal Hovey

Ofc. James Gettman

Ofc. Jamie Mondalto

Ofc. Craig Robinson

Ofc. Christopher Sanborn

Ofc. Lawrence Nestor

Police Chaplain

Richard Stowe Jr.

Full-Time Admin/ECO Supervisor

Catherine Gerry

Auxiliary Officers

Stephen Shepard

Paul Polonsky

Kelly Tobey

David Bonfanti

Errol Flynn

Cynthia Ardini

Sean Furlong

Tyler Dechene

Adam Maccini

Joy Fleck

Full-Time Dispatchers

Sandra Sanger

Joy Fleck

James Gettman

Part-Time Dispatchers

Dawn Watson

Phillip Mahoney

Paul Polonsky

Lawrence Nestor

David Bonfanti

Tyler Dechene

Adam Maccini

The Report of the Board of Selectmen

The Town seal reflects the name “She-ne-we-medey” given to Topsfield by the Indians inhabiting the banks of the Ipswich River some 350 years ago. The Indian name translates as “a pleasant place by the flowing waters.” Today, we are proud that Topsfield is still a pleasant place and a highly desirable community in which to live with its rural character, award winning schools, excellent public safety, cultural and recreation services.

However, over the past several years and specifically during this fiscal year, the Town has faced financial challenges as a community in addressing outstanding critical needs within a framework of limited revenues.

The preservation of the quality of life in Topsfield is a high priority for the Board of Selectmen. Through a process of education and communication of the issues, and cooperation among Town officials and residents, the Board is confident that the Town will meet the challenges of today and those of the future.

During this reporting period, in addition to conducting the Town’s normal business, the Selectmen focused their efforts on the following issues:

- Moving forward on the Town Hall Building Program
- Working with the Town Management Committee on the re-organization of Town government
- Working with the Finance Committee to provide a sound budget within the constraints of Proposition 2 ½
- Working with the Alcohol Licensing Advisory Committee in the development of procedures for the application process to issue limited alcohol beverage licenses
- Continuing the discussion for a stand-alone Senior Center through private fundraising
- Negotiating fair and equitable contracts with Town labor unions
- Litigating lawsuits and negotiating settlements
- Continuing the evaluation of emergency medical services.

- Supporting volunteer committee efforts: Rail Trails Committee, BOH Regulations Review Committee, Storm Water Management Committee

Town Hall Building Program Update

By the beginning of the fiscal year, the building’s exterior had been stabilized and the Town Hall returned to its original color scheme. The exterior renovations were partly funded by a Massachusetts Preservation Projects Fund grant and in September of 2004, the Town was awarded a Massachusetts Historic Preservation award by the Massachusetts Historic Commission for the project.

Earlier in July 2004, the Town was informed that it was not awarded a DHCD block grant for the removal of accessibility barriers to the Town Hall. Although the Town would not receive this grant, the Town Hall Building Committee, with the support of the Board of Selectmen, moved forward with the building program.

An article to fund the final design for the renovations and expansion of the Town Hall was placed on the Warrant for the May 3, 2005 Annual Town Meeting and on the ballot for approval as a Proposition 2 ½ capital outlay expenditure exclusion. The article in the amount of \$200,000 would fund the completion of construction and bid documents for the project and these documents would describe the construction required to bring the historic building into compliance with the American with Disabilities Act and to make long overdue improvements to the infrastructure of the Town Hall. Although the design article was approved by town meeting, it was unfortunately rejected by the voters at the ballot.

Town Management Committee

After 18 months of bi-weekly meetings, the Town Hall Management Committee presented its findings and recommendations to the Board of Selectmen in December 2004. The Committee’s recommendations called for substantive changes to the Town’s government structure. In summary, the Committee’s recommendations included:

- Expansion of the Board of Selectmen from three to five members
- Create the position of Town Administrator, and dispense with the positions of Executive Secretary, Capital Program Committee, Personnel Board and Public Works Committee

- Create a single Public Works Department, thereby abolishing the elected positions of Board of Road Commissioners, Board of Water Commissioners and Board of Park & Cemetery Commissioners, and be under the supervision and control of the Board of Selectmen

These recommendations required town meeting action, a ballot vote, and state legislative action. The Board scheduled a March 1, 2005 Special Town Meeting to comply with the first step in the approval process to restructure the Town's governmental framework. Five articles were presented for Town Meeting action, all of which were approved by the voters. The Special Act for the expansion of the Board of Selectmen and the Special Act for the Establishment of a Department of Public Works were also approved at the May 5, 2005 Town Election, and subsequently forwarded to the state legislature for enactment. As of this writing, the act for the Expansion of the Board of Selectmen was enacted into law in December 2005. The additional positions, one for a three-year term, and the other for a two-year term have been placed on the ballot for the May 4, 2006 Election. The Special Act for the Establishment of a Department of Public Works has not yet been approved by the state legislature.

Financial Strategy

Upon the commencement of the budget process for fiscal 2006, it was obvious that the Town would be facing another year of financial constraints. The Finance Committee in October of 2004 informed the Selectmen that the Town's gross operating budget would require an override. It is a basic fact that Topsfield is a built-out community. Its' tax base is supported by single family homes with limited new growth. Under the constraints of the Proposition 2 ½ mandate, the Town cannot provide services at current levels, fund the Town's two school systems and balance the budget within the levy limit. Throughout the budgeting process, the Board of Selectmen worked closely with the Finance Committee to present a minimum base level budget to the voters.

In January, the state legislative leaders announced that they would support the Governor's fiscal 2006 local aid proposal. State local aid receipts were adjusted accordingly in the Town's financial model, and unlike previous fiscal years, was a known factor in the budgetary process. The Selectmen supported the Personnel Boards proposal for a 1 ½ % & 1 ½ % increase at six month intervals for non-union employees as well as its proposal to give the non-union employees a

longevity bonus. General government union contracts for fiscal 2006 were in place within financial guidelines established by the Board.

In March 2005, the Board made the financial decision to place the operating budget, the Masconomet assessment, the expansion of the Fire Department's staff and several capital items on the ballot as Proposition 2 ½ referendum questions. Both school systems and the general operating departments met the Finance Committee guidelines. However, other non-discretionary items well exceeded the guidelines limits. Employee health insurance costs increased 24.2%. With limited new growth and a 2 ½% levy limit cap, the Town's minimum needs gross budget, inclusive of capital items, exceeded the Town's levy limit by \$841,319.

The Selectmen supported the Finance Committee's recommendation to fund the upgrade of the Town Hall Computer System and the Assessor's Triennial Re-certification Update, both of which are essential for the Town's general financial operation. The Board also supported funding the exterior repairs to the Library's façade, and the replacement of the Proctor School gym floor. The remaining capital items were placed on the ballot as capital expenditure exclusions.

The Board supported a general override in the amount of \$187,754 that included general government, the elementary schools and the Masconomet assessment, in addition to a capital expenditure exclusion in the amount of \$187,754 for funding expenses inclusive of engineering services for bridge reconstruction (\$50, 000); lease to purchase agreement for procurement and equipping a multi-purpose tractor (\$33,754); the purchasing and equipping a one-ton four wheel drive dump truck with plow and rack bed (\$22,500); the purchasing and equipping a vehicle to be used as a police cruiser (\$31,500); and the refurbishing of the 1994 Duplex Lucerne Fire apparatus know as Engine 3 (\$50,000). The Board also placed two separate questions on the ballot for the operational staff expansion of the Fire Department in the net amount of \$108,589; and the purchase and equipping of two ambulances in the amount of \$170,816. In addition to these questions, the Board placed the funding of the final design for the renovations and expansion of the Town Hall (\$160,000) on the ballot.

On May 5, 2005 the voters responded by a resounding no vote to all referendum questions that gave the message to this Board that residents overwhelmingly did not want to

raise taxes above the Town's levy capacity. The Board acknowledged this vote, and called a Special Town Meeting for June 21 to reduce the Town's \$12,863,132 operating budget by \$212,000. Both the Selectmen and Finance Committee recommended a reduction in line item accounts in the amount of \$114,000, and recommended the use of additional revenue sources of \$50,000 from the unexpended 2002 Town Hall Building appropriation and \$50,000 from free cash in anticipation of additional state funds. The voters approved these adjustments at the June 21, 2005 Special Town Meeting which brought the Town's budget within the mandated levy limit.

Residents need to be aware that Topsfield has a structural budget deficit problem. The Town cannot maintain services and education at current levels within its 2 ½ levy capacity. The Town will face the same decisions relative to overrides to balance future operating budgets.

Alcohol Advisory

In December 2004, the Committee presented the Selectmen with the final regulations associated with the two special acts pertaining to the sale of wine and malt beverages for the restaurant license and food store license. The Committee informed the Selectmen that the state application and licensing forms must be used when granting these licenses. The Selectmen accepted and approved the regulations, and requested that the Committee continue in an advisory capacity to assist the Board during the application process.

The Board of Selectmen opened the application process for one (1) food store license and one (1) restaurant license for the sale of wine and malt beverages. Applications were accepted from April 15, 2005 thru April 22, 2005. The Town received three applications: one (1) for the restaurant license, and two (2) for the food store license. Upon review of the applications, the Board did not accept the application by Marc Mercier for the restaurant license since the business did not have a location in Topsfield. The Board accepted the two applications for the food store license: one from James Gilford, Gil's Grocery, and the other from Therese Carabillo and Elizabeth Mulholland, New Meadows Market.

A public hearing was scheduled for May 17 at which time both applicants addressed the Board relative to their applications. The Board at its May 20 Selectmen's meeting accepted the New Meadows application and awarded the license with conditions. The award was made to New Meadows because

this application proved superior in meeting the intent and criteria established under the Town's Rules and Regulations.

Senior Center

The proposal by the Council On Aging for the use of the School Street facility and site to be designated for future use as a "Senior Center" generated a lengthy public debate not only for the Selectmen but throughout the community. The Board of Directors for the Council On Aging strongly supported a separate Senior Center to house the activities of the Council. The COA and its supporters did not believe that their needs would be met by incorporating space within the Town Hall building program. The Council requested the Selectmen to place a warrant article for town meeting action designating the use of the School Street site for a separate 5000 sq. foot facility.

This was not the majority view of the Board of Selectmen. The Board's majority agreed that there was a need for a senior center, however they supported a senior space component as part of the Town Hall building program. The Board denied the Council's request for a warrant article.

By citizen petition, an article and a non-binding referendum question were placed on the May 3, 2005 Annual Town Meeting warrant and ballot. After a lengthy discussion, the town meeting voted in favor of the Finance Committee recommendation of no action. However, residents voted in favor for the non-binding referendum question supporting the use of the School Street site.

Following the election, the Board of Selectmen voted to approve the designation of the site for a period of two years for a senior center; provided however, that private funds for its construction be raised within the two year time limit. If funds are not raised within the designated period, the land will revert back to the Town.

Union Negotiations

The Board continued negotiations with the full time dispatchers represented by Teamsters Local 42 and settled the wage re-opener for fiscal years 2004 and 2005 on similar terms as the Police Union. Negotiations were also continuing with the AFSCME representing the Highway Department and Park and Cemetery Department for fiscal years 2005, 2006 and 2007. These town contracts were successfully settled based on the Board's policy and fiscal guidelines that included a zero percent increase.

The Board continued negotiations with the Police Reserve Association and Topsfield Fire Fighters Association. The Board also appointed former Selectman Joseph Iarocci to be its designee relative to ongoing negotiations between the School Committee and the Teacher's Union.

Legal Issues

There were a number of legal issues that confronted the Board in the past year. Town Counsel Kopelman & Paige and other attorneys retained by the Board provided legal counsel. Within this past year the legal matters concerning *Larson vs. Topsfield Zoning Board of Appeals*; *McDonough vs. Conservation Commission, Town of Topsfield*; *Ryan vs. Conservation Commission* have been closed and adjudicated by the courts.

Legal matters still pending and noted in last years report are *Lopez vs. Zoning Board of Appeals*; *Martino vs. Zoning Board of Appeals*; *Town of Topsfield vs. Bernstein*; *Conservation Commission vs. Salem Beverly Water Board*; *Town of Topsfield vs. Department of Environmental Protection*; *McDonough vs. Zoning Board of Appeals*.

The only new case filed during this reporting year was a second lawsuit by Joseph McDonough against the Zoning Board of Appeals, which is an appeal by Joseph McDonough of the Topsfield Zoning Board's decision to deny the use of the property at 126 Ipswich Road for retail clothing sales.

Emergency Medical Services

The discussion continued concerning the delivery of emergency medical services. As a result of this on-going debate, the Selectmen placed two articles and consequent ballot questions on the warrant for town meeting action. The first article, contingent on a general override in the amount of \$108,589, provided additional funding to support a 24/7 operational staff expansion for the Fire Department adding four new fire fighters. This expansion would provide the staff to operate a town owned ambulance service. The second article funded the purchase of two ambulances in the amount of \$170,816 and subject to a capital expenditure exclusion. Neither article was supported by the Finance Committee, and town meeting voted in favor of the Finance Committee's recommendation of no action.

Supporting Committee Efforts

The Selectmen worked with various Town committees in support of their goals, charters, programs and activities,

including Rail Trails Committee, BOH Regulations Review Committee and Storm Water Management Committee.

Upon the recommendation of the Open Space Committee, the Selectmen established a separate Rail Trails Committee to develop a rails-to-trails program for Topsfield using the MBTA railroad right of way. This Committee has diligently pursued the drafting of a viable plan and establishing a dialogue with MBTA officials concerning the negotiations of a lease for the right of way.

The Board also established the Board of Health Regulation Review Committee consisting of designated members from the land use boards, the Board of Health and two members from the community. The Committee reviewed the requirements for supporting a more restrictive local percolation rate than the DEP's 60-minute per inch rate relative to the Town's groundwater supply. It also reviewed the fiscal impact for Topsfield if a higher rate is adopted without any zoning changes. In April 2005, the Committee reported its findings to the Selectmen and recommended against the adoption of the new Title V percolation limit. This recommendation was based on findings that increased nitrate concentrations would threaten the Town's shallow well fields. A complete report of the Committee's findings is on file in the Board of Selectmen's office

In February 2005, the Town was awarded a Smart Growth Technical Assistance Grant in the amount of \$24,000 to review local rules and regulations with respect to storm water management, and develop a Storm Water Bylaw and guidelines for Low Impact Development. The Selectmen established the Storm Water Management Committee that worked with MAPC technical planners to complete this task. Voters at the May 3, 2005 Annual Town Meeting approved the Storm Water Bylaw as presented by the Committee.

The Selectmen supported the diligent efforts of the Planning Board and the Master Planning Committee during the year in updating the Town's Zoning Bylaws relative to use and density requirements, and the inclusion of a Scenic Overlay Zone for the Route 1 corridor that preserves one of the last undisturbed and scenic sections of Old Route 1.

Transition and Future Challenges

At the May 5, 2005 Town election, John McArdle was elected to a three year term replacing Selectman Chair James Rogal. The Board then elected Boyd Jackson as Chairman,

John McArdle as Clerk, and Ronald Kuszmar as Member for a new year. The Board expresses its thanks and appreciation on behalf of the Town to James Rogal for his years of dedicated public service to the Town as a Selectman and Zoning Board of Appeals member.

During the past year, the preservation of the character of Topsfield has been challenged by the fiscal constraints of a structural deficit that will continue to affect the Town in its ability to provide services at its current level of performance, including the high standards established by the local and regional school systems. How Topsfield faces this challenge will directly affect the character of this town. The Selectmen

thank the various boards, committees, officers, employees and volunteers for their help, guidance and consideration during the past year. The Board of Selectmen will continue to need their strong commitment and dedicated efforts as the Board moves forward to meet the challenges of the next few years. This Board urges all residents to become involved and participate in the governing process to support the Selectmen in making the necessary decisions to preserve the Town's character and maintain the quality of life of a great community.

Respectfully submitted,

Boyd Jackson, *Chairman, Board of Selectmen*



Topsfield Town Hall, circa 1930.

The Report of the Town Clerk

The position of Town Clerk is a demanding one, requiring skill, knowledge and professionalism. The notable administration of the affairs of this office is, in part, achieved through participation in education programs, seminars, workshops and membership/attendance in related professional organizations. We are ever mindful that we are the professional link between citizens and local governing bodies and agencies of government at all levels. The focus of this office has always been, and will continue to be, to provide outstanding and reliable service to all who cross our threshold.

The old adage “when one is busy, time flies”, aptly applies to the Office of Town Clerk. Town Meetings, elections, census, dog registrations, filings, recordings, issuances, etc. coupled with the every day answering of varied inquiries fills the day. We continue to save tax dollars by performing a variety of mandates within the office, instead of using outside vendors as is prevalent in most communities. The result, in addition to saving tax dollars, is timeliness and an error-free process.

Jack Long continues to act as our Archivist. The work he has done is remarkable. Our archival record needs continue to be chronologically addressed. Jack’s assumption of the preservation of early Town records has allowed this office to make great strides in the maintenance of all other records in our care. While Jack has concentrated on the archival records, Joan and I have addressed the cataloguing and preservation of Town Clerk records from 1900 on, and all vital records from 1600 to the present. It is an important responsibility that is overlooked by many towns due to budget constraints. That is why, it is important to note Jack and this office’s dedication to the preservation of our records. My hope is that Jack will continue for many years to come, to act as our gratis archivist. Another century will be pleased, as are we, that you honor your formidable commitment.

I wish to note here, the sterling performance of Joan Glatz, Assistant Town Clerk, and the assistance provided to this office, in particular, by our Police Department, Park & Cemetery Department and Highway Department and all other Town departments in the performance of our duties throughout the year. In closing, I reiterate our pledge of “Service Second-to-None”.

Respectfully submitted,

Beverly Ann Guarino, CMC/MMCA/CMMC
Town Clerk

Statistical Data for 2005

Town Population:6392
(Jan. 2005 Census)

Registered Voters:
Democrat683
Green Party USA2
Green Rainbow.....2
Interdependent 3rd Party2
Libertarian15
Republican947
Unenrolled2346

Births:
Recorded & Filed:49

Marriages:
Licenses Issued:20
Marriage Intentions:20

Deaths:
Certificates Issued:75
Recorded & Filed:90
Burial/Crematory Permits:60

Dog Licenses:996

Kennel Licenses:1

Town Meeting Minutes and Election Documents:

State Primary – *September 14, 2004*..... page 86
State Election – *November 2, 2004* page 87
Special Town Meeting – *March 1, 2005*..... page 52
Annual/Special Town Meeting Minutes
– *May 3, 2005*..... page 57
Special Town Meeting – *June 21, 2005*..... page 83
Appendix A: Fiscal 2006 Operating Budget..... page 88

The Report of the Cable Advisory Committee

In the fall of 2004, Topsfield took over the full responsibility for Local Access Cable TV programming on Channel 10 from Comcast. In preparation for this transfer of responsibility, a new “Video Institutional Network” was built in Topsfield that allows for live broadcasts from five locations; two in Proctor School, 2 locations at the Town Library and one at the Town Hall. Two-way “closed circuit” broadcasts will be possible between Town Hall and either Proctor or the Library. A Cable TV Office has been built in renovated space on the third floor at Town Hall. Equipment to manage the video network as well as equipment to broadcast local programming has been installed. All Channel 10 programming now originates in Town, including the Community Bulletin Board. Equipment has been purchased, personnel hired and trained, and local procedures established. Funds for this project were negotiated in the contract with Comcast.

Easy to use portable video equipment is available in the schools, the Town Library and for volunteers to create local programming. Our hope is to find people who already have video equipment at home, as well as volunteers using digital video cameras and home computers with video editing software, who are interested in creating local programs. We need people to tape local community events such as parades and concerts. We need parents of student athletes to tape and provide commentary for sporting events. We need people to volunteer to cover local government and community meetings. We need people to work in the Cable Office to input news into the Community Bulletin Board.

An effort to coordinate Channel 10 programming with the Town Web site will provide the Town with additional means to improve communications within the community.

Respectfully submitted,
William B. Whiting

12 month Program Summary

Selectmen's Meetings	Weekly - Live
Selectmen's Meeting – Highlights	3
Alcohol Regs	
Town Hall	
MASCO Finances	
Annual and Special Town Meetings	2
Public Hearings	5
Conservation Commission	
Board of Health	
Planning Commission	
Alcohol Regs. + Licenses	
Public Forums	4
Town Mgt Committee	
Senior Center	
CPA	
Candidates' Night	
Tops. School Committee meetings	11
MASCO School Committee meetings.....	9
Steward/Proctor concerts.....	3
MASCO Sports.....	20
MASCO Concerts/SpecialEvents	10
Historical Society archive videos.....	8
Local church services:	Weekly
Our Savior Lutheran	
Topsfield Congregational	
First Church of Boxford	

*The success of Topsfield's local cable support is dependent upon finding volunteers to become involved.
Contact Bill Whiting 978-887-2283.*

The Report of the Town Website Committee

A group of dedicated volunteers have developed a comprehensive Town Web site, www.topsfield-ma.gov, at minimal cost to the taxpayers. This group includes people with professional web development skills who contribute their time and expertise. Others on the committee are well versed in the operations of the town and researched valuable information that did not exist in a centralized form.

The site was launched in the spring of 2004. The purpose of the Topsfield Town Website is to provide accurate and current information on the Town of Topsfield to the residents of the town and anyone else interested in obtaining general information on the town, its policies, government and community.

The Topsfield Town Website Committee is responsible for the development, design, maintenance and editing of the Town of Topsfield Website. This is achieved by holding monthly committee meetings and assigning various tasks to committee members and town employees. These tasks include data collection and data entry, calendar updates, page editing and updating.

The site is constantly updated with current information. Periodic design reviews add new capabilities and resources.

The site serves as a virtual Town Hall and information center for citizens and a welcome mat for visitors and new residents.

The Website Committee works closely with the Computer Technology Committee in order to make the most efficient use of Town resources.

An effort to coordinate the Town Web site with Cable TV programming on the Town's Channel 10, will provide the Town with additional means to improve communications within the community.

Respectfully submitted,
William B. Whiting

www.topsfield-ma.gov

The Web site includes information about:

- Town government – information concerning the operations, descriptions, meetings, events, activities and similar information about Town.
- News of current interest concerning issues affecting Topsfield residents.
- Topsfield community non-profit organizations and events, provided that they are for the primary benefit of Topsfield residents.

The Report of the Personnel Board

Introduction

The purpose of the Topsfield Personnel Board is to ensure that town employees are treated in a fair and equitable manner in accordance with Federal, State and local laws. Additionally, it is the Board's responsibility to ensure a stable workforce who are paid a competitive wage and provided competitive benefits while being aware of the economic realities that impact the town and its citizens.

Key Issues

Several amendments to the Personnel Bylaws were proposed and adopted at Town Meeting that dealt with leaves of absence, vacation time and longevity bonus payment. During the year a hiring freeze was instituted in order to manage rising costs in the face of voter rejection of Proposition 2 1/2 overrides. Non-Union employees did not receive a salary increase.

Per the Personnel Bylaw, employee performance must be reviewed annually and they must receive at least a Fully Satisfactory rating in order to receive any pay increase. The Annual Performance Appraisals were completed with varying degrees of compliance; some departments required an extension of the deadline.

At year end, Larry Connors, who had served the Topsfield Personnel Board well for 8 years resigned and was replaced by Allan Wallace.

Respectfully submitted,

Allan Wallace, *Chairman*
Elizabeth Cullinan
Roberta Sapienza

The Report of the Fire Department

Personnel Milestones

This year, we bid farewell to Gordon Newton, one of our dedicated citizens. Gordon was a Lieutenant for the Fire Department from 1959 until 1984. We were very thankful for his mechanical abilities during his time of service. He was an avid gardener, and we always benefited from his vegetable garden. We will miss his humor.

Firefighter Peter King began intensive training to become certified as a Paramedic in Massachusetts. Peter completed course work at Northeastern University and is awaiting completion of clinical requirements and state and regional testing. We applaud Peter's efforts to achieve a higher level of service delivery. The Topsfield Fire Department has achieved formidable accomplishment. One hundred percent of your Fire Department is certified as Emergency Medical Technicians. This status is very unique and not matched by any other local Fire Department. This is further demonstration of our commitment to providing the highest level of care available.

Captains Collins-Brown and Denault completed forty hours of training and an examination to become certified as Child Safety Seat Installation Technicians in a program put on by the National Safe Kids Campaign. Anyone interested in having a car seat installed is welcome to come to fire headquarters and receive this service free of charge. Recent studies by NHTSA determined that child safety seats reduce the need for hospitalization after a motor vehicle collision by sixty-nine percent. We urge you to protect your children and have your seat installed by a certified technician.

This year, Firefighter Michael Bell has left the Topsfield Fire Department to work with the Middleton Fire Department. We thank him for his service to the Town of Topsfield. Eric Moore continued his leave of absence from the Fire Department to serve our country. We wish him health, safety, and God-speed. Also, Richard Little has retired from his position of Call Firefighter. Rick served with humor and grace from 1984 through 2005. We thank Rick for his service to our town.

Report of the Hazardous Materials Director

As part of the Fire Department's mission, we will strive to deliver the most appropriate action to protect life and property. One of our types of responses involves Hazardous Materials.

Over the past twelve months, the Topsfield Fire Department responded to over 40 incidents involving Hazardous Materials, which seems to be our yearly average.

Several of these incidents have required the intervention by Licensed Site Professionals for clean up. These sites and their cleanup status are closely monitored by the Fire Department.

We continue with our in-department training regarding the safe response and actions performed at the scene of hazardous materials incidents.

Respectfully submitted,

Charles R. Denault Jr., *Hazardous Materials Director*

Report of the Fire Prevention Officer

The theme for the 2005 Fire Prevention Week was "Use Candles With Care". Per the NFPA, dwelling fires have tripled since their low in 1990. Two-fifths of the fires have started in the bedroom, with the living room, family room, and den following closely behind. These areas are the leading cause of candle fire deaths. Half of all the candle fire deaths were caused by some type of combustible material coming in contact with the candle.

It is imperative that a minimum of 1 smoke detector be installed on each level of your home; and if battery operated, you should check it monthly and change your batteries twice a year. A good way to remember would be to change them each time you set your clocks ahead in the spring and back in the fall. Likewise, Carbon Monoxide (CO) detectors need to be installed on each level of your home. CO is responsible for 200 – 300 unintentional injuries and/or deaths per year. Remember that CO is an odorless, colorless, tasteless gas. Without the proper devices installed, you may never know that CO gas is present.

Again this year, firefighters continued to visit the elementary schools conducting fire drills and speaking to the students about fire safety. "Freddy the Fire Truck" was purchased this year through a joint Tri-Town effort via a Grant to assist in the children's continued fire safety education. "Freddy" made a number of visits to the Topsfield Fair this year to spread the word of fire safety. Members of the first grade in Steward School participated in a community field trip and a visit to the Fire Department that included a tour in the region's smoke house. During this visit to the smoke house, the students were able to practice specific skills related to fire prevention and safety.

In closing, I would like to thank the members of the Fire Department for their hard work throughout the year. Inspections continue on a daily basis with businesses in town being inspected as well as LPG, Smoke Detectors, Carbon Monoxide Detectors, Oil Burners, Tank Trucks, Above Ground and Underground storage tanks being inspected.

Respectfully submitted,
Capt. Darrell W. Moore, CFI-1, Fire Prevention Officer

Emergency Medical Services Report

The Topsfield Fire Department has remained committed to providing our community with the highest level of pre-hospital care that is available. During the reporting period of July 1, 2004, through June 30, 2005, members of the Topsfield Fire Department responded to a record number of requests for medical assistance. During this time frame, there were 581 requests for medical assistance or rescue and 634 patients were evaluated and treated. Of those patient encounters, 447 led to ambulance transportation to appropriate medical facilities. In addition to the record calls for service, Topsfield Firefighters completed advanced training, specialty certification and maintained their required certifications.

The Topsfield Fire Department remains committed to injury prevention. The Department has participated in several prevention programs. The Topsfield Fire Department received a Grant from the Massachusetts Governor’s Highway Safety Bureau for fifty free bicycle helmets. Anyone in need of a bicycle helmet can contact Fire Headquarters. In an effort to participate in education and prevention in the heroin epidemic that is plaguing the North Shore, members of the Topsfield Fire Department participated in District Attorney Blodgett’s summit on heroin. Topsfield Firefighters routinely see patients who have overdosed on medications, narcotics in particular, and remain committed to any and all prevention activities. The Department has also worked closely with local Visiting Nurses Associations, the Council on Aging, the Topsfield

Housing Authority, and Elder Services to help to ensure that our elderly residents are safe in their living environments.

The Topsfield Fire Department continues to be licensed at the Paramedic Level. All residents and visitors to the Town of Topsfield are able to receive the highest level of pre-hospital care beginning in their home or place of work. Patients suffering a large variety of medical conditions including diabetic emergencies, drug overdoses, seizures, allergic reactions, and respiratory distress will benefit from the ability of the Topsfield Fire Department paramedics and the care that they can provide. Topsfield firefighters provided advanced life support to 195 patients. Topsfield paramedics transported over 20% of the patient’s requiring advanced life support in the vendor’s basic life support ambulance.

Inspections/Permits	
Building	38
Fire Extinguishers	117
Fire Drills.....	10
LP Gas	109
Tank Trucks	6
Oil Burners	66
Smoke Detectors	89
Sprinklers	11
UGST	1
Open Burning.....	1362
Total.....	809
Incidents	
Fires (structures).....	62
Explosions.....	1
Medical Aid.....	585
Hazmat Response.....	53
Public Service.....	177
Good Intent	33
False Alarms	111
Severe Weather.....	9
Special Incidents.....	0
Total.....	1031

The Topsfield Fire Department would like to recognize Daniel Colbert and his family. Danny is known to many of us in Topsfield for his battle with leukemia as a toddler and most recently as an inspiration after recovering from a heart transplant this winter. Danny and his family have given back to our community with a gift to show their appreciation of the support received throughout Danny’s battles. The family has donated three defibrillators, to be used for public access, within the Masconomet Middle and High School facilities. Students, faculty, and visitors to these schools will now be able to access a defibrillator in the event of a sudden cardiac arrest. We as a community are extremely grateful to the Colbert’s for their generous donation.

Members of Topsfield Fire Department participate in training to ensure proficiency of skills and to receive instruction on state-of-the-art evaluation and

treatment techniques as well as changes to existing treatment protocols. The Emergency Medical Services branch of our Department participates in the in-house and regional quality improvement plans. The Topsfield Fire Department remains committed to service of their community.

Respectfully submitted,
Captain Jenifer Collins-Brown, EMT-P, I/C, EMS Coordinator

The Report of the Police Department

In December 2004, Officer Scott Lunn completed a five month basic recruit curriculum for full-time officers at the Municipal Police Training Academy in Reading. We are pleased to have him back and serving in his new capacity as a full-time member of the department.

In March 2005, Officer Richard LeBel was promoted to the rank of Sergeant. He has been a full-time member of the police department since 1986 and is perhaps most widely known as the department's first DARE Officer, serving in that capacity for 10 years. Sgt. Gerald Harrison, Sgt. James Harris, and I welcome Sgt. Rick LeBel to the management team.

In March 2005, Officer David Connelly, a full-time member of the department since 1987, retired from service. Officer Connelly served as our court liaison officer and was our lead firearms instructor. We acknowledge his service and commitment to the community.

In March 2005, Officer Shawn Frost was struck by an elderly motorist on Route 1 and sustained significant serious injuries. Officer Frost underwent numerous surgeries and is participating in physical therapy on a regular basis during his recuperation. The community support for Officer Frost was overwhelming, from school children to senior citizens and everyone in between. I thank all of you for caring so much. All of us at the police department look forward to his return to duty.

In March 2005, a public-private partnership was developed between the Topsfield Police Department and the Topsfield Fair whereby the Topsfield Fair covered the cost of the lease for the department motorcycle, a 2005 Harley-Davidson that we took delivery of during April 2005 and will utilize through November 2005. I thank them for their continued support of public safety.

In May 2005, Auxiliary Officer Kelly Pickering was promoted to reserve officer status. Officer Pickering has been a member of the auxiliary program since 1998 and has participated in numerous department training sessions. She is a welcome addition to the reserve roster.

I would like to acknowledge the membership of the Topsfield Chamber of Commerce who continue to support the Topsfield DARE Program, which was destined to be cancelled due to the termination of grant funding at the

state level. Thanks to the local business community, the sixth graders at Proctor School participated in the DARE program under the direction of DARE Officer Caroline Wilichoski.

As always, I extend my thanks to the men and women of the police department, civilian and sworn, who serve our citizens daily and strive to maintain a level of safety within the community and enhance the quality of life for our residents.

Respectfully submitted,

Daniel G. O'Shea
Chief of Police

Topsfield Police Yearly Activity Report July 2004 – June 2005

Motor Vehicle Enforcement

Warnings	223
Civil Infractions.....	359
Criminal Complaints.....	77
Arrests	50
Motor Vehicle Accidents.....	160
Domestic Calls	11
Noise / Loud Groups.....	12
Disturbance General / Family.....	27
Burglary	10
Larceny	16
Assaults	7
Vandalism	39
Minors / Alcohol	6
Suspicious Persons / Activity	302
Medical Aids	386
Alarms	484
Calls for Service.....	7,864

Persons Arrested

O.U.I.L.	23
Other Motor Vehicle	22
Drugs	2
Protective Custody	17
Disorderly	0
Minors / Alcohol	2
Warrants	49
Assault	0
Larceny	3
Domestic (209-A)	2

Fines

Registry of Motor Vehicles	\$25,985
Department of the Trial Court	\$8,030

The Report of the Inspectional Services Department

Ensuring Public Safety Through Professionalism

The Inspectional Services Department is dedicated to administering and enforcing the Public Safety Codes of the Commonwealth of Massachusetts with respect to all building and structures within the Town of Topsfield in a professional, uniform and consistent manner.

Report of the Inspector of Buildings

During the past (12) twelve months there have been 3 new single family homes built. Additions and renovations are active as people appear to be adjusting their homes to meet additional needs. Home business inquiries, as well as inquiries on how to provide additional housing for parents, children or a close relative are still being actively pursued.

Building Permit Classification of Construction by Item No.*

(101)	New Single Family Houses	3\$2,600,000.00
(104)	New Three and Four Family Bldgs.	1 751,000.00
(328)	Other Non-Residential Bldgs.	5 22,309.00
	(ex: sheds, barns etc.)		
(329)	Structures Other Than Bldgs.	9201,000.00
	(ex: swimming pool)		
(434)	Residential Additions & Alterations	1255,306,451.00
	(separate foundation permits excluded)		
(645)	Demolition (residential)	14,000.00
(OS)	Miscellaneous.....	136 939,059.00
	(including foundation permits)		
(438)	Additions of residential garages	14 1,095,895.00
(649)	Demolition of non-housekeeping Bldgs.	415,000.00
Total Valuation of Construction & Demolition.....			\$10,934,714.00
Topsfield Fair Inspections			
	Permanent Buildings		16
Certificate of Inspections.....			18
Total Building Permits.....			298
Total Fees Collected			\$84,144.00
Waived Fees (Public Buildings).....			175.00
Total Collected & Waived Fees.....			\$83,696.00

*Item No. Categories per U.S. Department of Commerce Bureau of Census.

– Glenn Clohec, *Inspector of Buildings*

Report of the Electrical Inspector

Total Electrical Permits Issued
(including new homes, additions
& renovations) 221

Total Electrical Fees Collected \$21,012.00

– John Thompson, *Electrical Inspector*

Report of the Gas/Plumbing Inspector

Total Gas Permits Issued.....115

Total Gas Fees Collected\$5,525.00

Total Plumbing Permits Issued128

Total Plumbing Fees Collected\$9,285.00

– Stanley Kulacz, *Plumbing/Gas Inspector*

Total Collected & Waived Fees
For Inspectional Services Department \$119,966.00

The Report of the Sealer of Weights and Measures

The duties of the Sealer of Weights and Measures consist of the following:

- maintain the Town’s testing equipment in usable condition, which includes taking to the Mass. Division of Standards Lab to be certified and documented for accuracy;
- enforce the State requirements for weights and measuring devices, including type evaluation and accuracy of all scales, pumps, and linear measurements that are used to determine the price of a commodity and;
- turn over to the Town all fees collected for services and keep records of all inspections.

Respectfully submitted,
Robert D. Rose, *Sealer*

Activity Report

Essex Co-op, Rt. 1, 146 So. Main Street	
6 scales, tested & sealed.....	115.00
Jim’s Mobil, Rt. 97, Haverhill Road	
18 gas & 2 diesel pumps tested & sealed	360.00
Fairgrounds, Rt. 1,207 Boston Street	
4 pumpkin scales tested & sealed	175.00
Gil’s Grocery, 36 Main St.	
1 scale tested & sealed	20.00
Topsfield Cleaners, 51 Main St.	
1 scale tested & sealed	20.00
Eaton Apothecary, 30 Main St.	
2 scales tested & sealed.....	35.00
Bicycle Shop, 17 Main St.	
1 scale tested & sealed	20.00
Petco, Rt. 1, 239	
1 scale tested & sealed	20.00
Topsfield Bagel, 38 Main St.	
1 scale tested & sealed	20.00
Turnpike Services, Rt. 1, 368 Boston Street	
16 gas and 4 diesel pumps tested 7 sealed.....	400.00
Amerigas, Rt. 1, 215 Boston Street	
23 propane tanks tested & sealed.....	75.00
Curves, 30 Main Street	
1 scale tested & sealed.....	25.00
S & N Oil	
2 fuel oil scales	100.00
Total.....	1,385.00

The Report of the Board of Road Commissioners

Introduction

The Board of Road Commissioners continues its philosophy of actively and aggressively pursuing the most cost effective and efficient ways of maintaining the Town's infrastructure through planned maintenance.

The Town of Topsfield has nearly 60 miles of roadways, 25 miles of sidewalks and bike paths, and countless miles of drainage swales and culverts. It is the responsibility of the Highway Department to monitor and maintain this infrastructure on an annual basis.

Fiscal 2005 Highlights

The Ipswich Road Reconstruction Project was moved to the 100% design phase during Fiscal Year 2005. We continue to work with Bayside Engineering of Somerville as the consulting and design engineer for the project. Fiscal Year '06 should bring this project to the advertising phase and hopefully to a Spring of '07 construction.

During the fiscal year ending June 30, 2005, several roads were paved and/or reconstructed. They include Woodside Road, Mansion Drive, Rowley Bridge Road, and River Road. All Town roads were swept with a power sweeper in the Spring, several drainage ditches were cleaned, catch basins cleaned, crosswalks painted, brush cut and grass mowed along roadsides, roads plowed and deiced, and equipment and facilities maintained. We had yet another difficult winter season with many snow events taking their toll on both the equipment and the budget. The Town was eligible for, and received disaster relief for the January 22-24, 2005 snowstorm.

The Highway Department continued to spend a significant amount of time on projects for other town agencies. We also assisted the Water Department on several water main breaks and service repairs.

Looking Forward

As we enter Fiscal Year 2006, the level of future funding for Chapter 90 road projects in Topsfield appears to be stabilizing. The Governor's Fix-it-First program concentrates on existing infrastructure maintenance and a Chapter 90 funding increase is still anticipated.

We are actively progressing toward repairs of Town owned bridges and are in the process of selecting an engineering firm to assist us with those projects.

We would like to thank all of the Town Departments and agencies that work with us on a regular basis throughout the year for their cooperation.

In closing, we wish to again emphasize the important public safety concerns that the Highway Department must address every day and we hope the citizens of Topsfield have an appreciation for the high quality of performance that the Department provides on a regular basis.

Respectfully submitted,

Philip Knowles, *Chairman*

Richard Cullinan, *Member*

Joseph Gibbons, *Clerk*

David Bond, *Highway Superintendent*

The Report of the Board of Water Commissioners

General

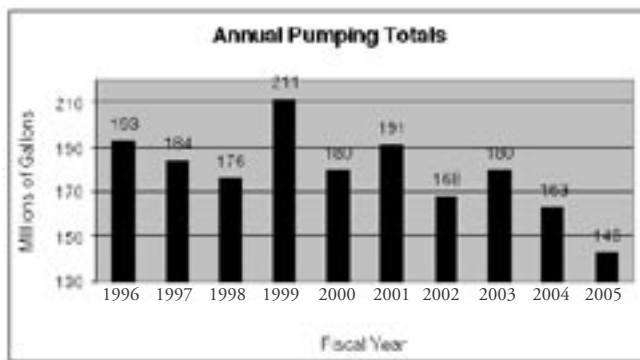
Fiscal 2005 was another successful year for the Water Department. The Town approved several capital projects including water main replacements and a metering system upgrade. Rates were increased slightly and water withdrawals continue to decrease.

Water Quantity

We pumped one hundred forty-three million gallons of water from our two wellfields during FY 2005. One hundred nineteen million gallons were withdrawn from North Street and twenty-five million gallons from Perkins Row. This is our lowest withdrawal since FY 1974.

Water Quality

Micro-particulate Analysis tests were conducted at both sources again this year. The tests will help determine if the quality of our groundwater is influenced by the presence of surface water near the wells. Tests run to date have not shown any indications of contamination but do require further testing.



Manganese levels have increased over the past few years, which have resulted in poor water quality at times. The Department selected an engineer to study the increase in manganese levels and to outline short and long-term corrective options. The options range from adding a sequestering agent to keep the manganese in solution to filtering the water.

Capital Project

Town Meeting approved the replacement of water mains on Gail Street, Grove Street and on Washington Street from Main Street to Colrain Road. The work is scheduled for late fall 2005. The Town also approved the upgrade of our metering system to a radio read based automatic radio read system.

Billing, Rates and Conservation

We are happy to report that our customers are conserving water and water usage was lower than expected. Water rates were increased to offset the lower withdrawal rates seen in recent years and to cover the costs of debt and cash expenses of current capital projects.

Usage per 6 months	Amount per Thousand
0-24,000	4.50
24,001-48,000	5.50
48,000 +	7.75

Board Composition

We are very pleased that Richard Stone was reelected to the Board of Water Commissioners this year. The Board elected Philip Knowles as Chairman, Richard Stone will serve as Clerk, and Elizabeth Cullinan as Member.

Recognition

We would like to welcome Anne Marie Yeo to the Department as our new Administrative Assistant. We again thank all of the Town Officials and Departments for their support, with special thanks to our Staff, who work every day to keep our water pure and safe. Also, thanks to the Highway and Fire Departments for their continuing help in operations, the Finance Committee, the Board of Selectmen and the Capital Program Committee for their support.

Information – Board Meetings

If you have any questions or comments, the Water Department is located at the Public Works Building, 279 Boston Street, and is open from 7:00 a.m. to 3:30 p.m. Monday through Friday. Our regular monthly meetings are held on the second Wednesday of the month at 7:00 p.m. at the Public Works Building. Visitors are always welcome.

Respectfully submitted,

Philip G. Knowles, *Chairman*

The Report of the Elementary School Committee

Karen Dow, *Chairperson*
Elizabeth Aylmer
Jeff Evaul
Ronald Giovannacci
Allen Smith
Kenneth Vogel

School Superintendent: Bernard F. Creeden

Business Manager: Steven Greenberg

Director of Special Education: Sharon Lyons

Director of Facilities and School Operations: Steven Clifford

Milestones

Kenneth Vogel completed three years of service on the committee, including a year as Vice Chairman. Ms. Lane Richardson retired from her position as principal of the Steward Elementary School after six years of service to the Topsfield Elementary Schools. Ms. Trudy Dooner was appointed to be the principal of Steward School effective July 1, 2005.

School Committee Overview

The committee is comprised of five elected town members who all have children enrolled in our schools. The goal of the School Committee is to continue to provide a high quality education within a managed budget.

Fiscal

The budget process begins with the presentation of guidelines presented to the committee by the Finance Committee, in late fall, and ends with the School Committee approving a budget and submitting it to the Finance Committee and Board of Selectmen in the spring. The budget development process is a constant balancing act, weighing the needs of students and teachers against the town's financial constraints. The Committee's goal is to provide the highest quality educational programs with available funding from community tax revenues and limited fiscal support from the state. Increasing costs associated with insurance, school transportation, utilities, special education, building maintenance, and contractual salary increases, must be addressed annually. Our town scores as well or better on the Massachusetts Comprehensive Assessment System (MCAS) and other measures of achievement as many other communities that spend far more per pupil.

We are fortunate to live in a town that supports an excellent school system. The Topsfield Elementary School Parent-Teacher Organization (TESPTO) provides funds to support excellent enrichment programs and field trip transportation. The School Committee has spent a considerable amount of time identifying system needs to ensure continued excellence. An emphasis for the past year has been increasing math support personnel.

The following general guidelines are used in preparing the budget. These guidelines reflect the Town's desire to provide a first rate education to all students.

Preserve Excellence in Curriculum and Instruction

At the core of our efforts will be preserving the quality of our programs and services that enable all students to reach high standards and expectations. Hiring and retaining the highest quality staff available is the most important factor in accomplishing this goal.

Maintain a Safe and Secure Environment and Infrastructure

The School Department should continue to maintain appropriate levels of safety, security and quality of school environments, while seeking energy conservation and appropriate cost-reduction measures. Many of our long-term capital programs for the maintenance and management of our facilities have been deferred in the last several budget cycles. Careful consideration of the long-term impact of further deferrals on the successful operation of our schools should be given in the Fiscal 2007 Budget cycle.

Maintain the Rate of Budget Growth at a Responsible Level

Due to economic pressures, the School Administration has exercised significant fiscal restraint the past two years. We are now at a crossroads where we feel further restraint could jeopardize our ability to remain a top school system. However, we are also mindful that taxpayers are concerned about maintaining fiscal responsibility by the Town as their tax bills continue to rise. Therefore, the School Administration must continue to carefully examine spending to ensure maximum efficiency and effectiveness while taking special consideration of the impact that prior and continued restraint may have on the long-term stability and strength of our school system.

The Elementary School Department Budgets for the years 2003/04, 2004/05, and 2005/2006 are presented in the following table:

**The Elementary School Department Budgets
for the years 2003/04, 2004/05, and 2005/2006**

	2003/04	2004/05	2005/06
General and Administration			
and Supervision	\$ 410,904.....	\$ 408,576	\$ 462,153
Instructional Salaries	2,692,959	2,555,198	2,683,422
Instructional Materials	123,192.....	90,974.....	163,559
Other School Services	81,710.....	116,459.....	125,367
Regular Transportation	156,270.....	161,505.....	186,303
Fuel and Power	137,187.....	156,815.....	200,195
Building Operations			
and Maintenance	344,359.....	397,920.....	373,926
Special Education	1,176,731.....	1,404,716.....	1,251,953
TOTAL	\$ 5,123,312.....	\$ 5,292,163.....	\$ 5,446,878

School Enrollment

The building grade level organizational structure continues to locate the pre-school through grade three program at the Steward School and grade four through grade six at the Proctor School.

	Enrollment								
	PK	K	1	2	3	4	5	6	Total K-6
October 2004.....	50	80	99	96	104	97	103	112	691
October 2005.....	47	89	80	99	97	104	95	104	668

The School Committee has worked for many years to maintain class sizes within the following ranges across each grade span: Kindergarten, 18-20; Grades 1-2, 20-22; Grades 3-4, 20-22; Grades 5-6, 22-24

A study of future enrollment trends completed by the New England School Development Council (NESDEC) in March 2005 shows a nearly steady enrollment, or perhaps a slight decrease.

Massachusetts Comprehensive Assessment System (MCAS)

As Educational Reform in Massachusetts heads into its thirteenth year, school district accountability continues to be at the forefront of the reform effort. The Topsfield

School Committee goal is to increase the number and percentage of our students achieving at the Advanced and Proficient Levels in each grade and in each subject tested. The Department of Education has rated each school district and school in terms of its performance and improvement over the past two years. Detailed information about the School District Accountability System Cycle III ratings, including determinations regarding the requirement to achieve Adequate Yearly Progress (AYP) under the federal No Child Left Behind (NCLB) law, can be found on the Massachusetts Department of Education web site, which can be reached through a link on our school district web site (<http://www.tritownschoolunion.com>). The Massachusetts Comprehensive Assessment System (MCAS) now includes the following areas and grades:

- Gr. 3: Reading
- Gr. 4: English Language Arts, Writing and Mathematics
- Gr. 5: Science and Technology, History and Social Studies
- Gr. 6: Mathematics

The School Performance Index was introduced for the 2003 MCAS Administration. Performance points are awarded to a school or district for each student in the MCAS test group during the rating period. The goal is for each school and district to achieve a Composite Performance Index of 100 by the year 2014, (corresponding to all students performing at the Advanced or Proficient levels). Our Composite Performance Index is in the High or Very High Range for all areas tested. Our Overall District Ranking for 2005 is in the top 5% out of 373 school districts participating in the MCAS.

Curriculum and Professional Development

The School Committee as part of its strategic plan has adopted a renewed focus on consistent delivery of instruction in each classroom at every grade level, with an emphasis on a differentiated approach to best match the learning needs of children.

To better achieve this goal, the School Committee has aligned curriculum coordination to emphasize K-6 program articulation in Mathematics and English Language Arts. Due to fiscal constraints, the School Committee has reduced the position of Director of Curriculum K-6 from full-time to one that is shared 50/50 with the Boxford Elementary Schools.

Major emphasis this year has been placed on the sixth year of implementation of the Math Trailblazers Mathematics program in Grades K-5 and the fourth year of implementation of the Impact Math program in Grade 6 and in Grade 7 at Masconomet.

The Foreign Language program, initiated during the 1997-98 school year, continues to develop. Students in Grades 1-6 receive sixty minutes of instruction each week in Spanish language. The first students to have foreign language at the elementary level in Topsfield are now in the ninth grade. Reports from the middle school foreign language teachers indicate that this early exposure to Spanish makes our students more willing to learn another language in depth during their secondary school years.

The coordination of the Mathematics transition from elementary to middle school continues to be primary focus of

the K-12 program articulation effort. Other K-12 articulation projects include a continuing review of the impact of foreign language study at the elementary level on learning opportunities for children, the transition experience for children and families from Grade 6 to Grade 7, the values of the mastery of solid study skills in grades five through eight and the alignment of the History and Social Studies curriculum to the Massachusetts State Framework.

To support its curriculum initiatives, the School Committee has been awarded a grant from the Topsfield Historical Society under the Kimball Trust to start a study of local history project in Grade 5. The School Committee also is the recipient of a grant from the Topsfield Educational Foundation to support a Scientist in Residence Program in both schools for two years.

The Steward School Council Improvement Plan, the Proctor School Council Improvement Plan and the District Strategic Plan each place a strong emphasis on professional development and training for staff, which focus upon identified curriculum and organizational priorities as well as the diverse learning needs of children; all plans are available on the school district web site. The primary areas of focus for 2005-2006 have included mathematics content and pedagogy K-6, literacy K-6 with a primary focus on guided reading, teaching in a standards based curriculum and assessment system, the diverse learning needs of children, writing across the curriculum, technology applications and integration, meeting the learning needs of students with disabilities and the continued development of a Mentor/Induction Program for new staff.

Models for conducting professional development continue to include a combination of full day professional development days, after school and weekend workshops, summer institutes, locally sponsored graduate courses, study groups, teacher-to-teacher projects, curriculum committees and a limited number of early release day offerings.

Special Needs Education

School districts are mandated by state and federal laws to provide special education services to those students with a special need who require support in order to make effective educational progress and to ensure that these services occur in the least restrictive environment. As of October 1, 2005, there were 103 special needs students; 48 at Steward (K-3), 34 at Proctor, 7 out-of-district placements and 14

preschoolers enrolled in the Topsfield Integrated Pre-School or Intensive Pre-School Program. The population percentage of Topsfield students (K-6) receiving special education services is approximately 13.1%. While this percentage is still lower than the state and national averages it represents a continuing increase in both the number and percentage of Topsfield students, who are eligible for Individual Educational Plans.

The School Committee is deeply committed to an inclusion philosophy pursuing effective ways to integrate all our children into regular education settings. In 2003-2004 an Intensive Preschool classroom was added to meet the needs of several students who required a comprehensive approach in a more self contained setting to meet their learning needs. In 2004-2005, a new language-based learning center was established for grades 1-3 at the Steward School to provide a more intensive self-contained setting for several students at each grade level. We have also expanded the use of an inclusive Co-Teaching Model which combines the strengths of a classroom teacher with those of a special educator to provide intensive instruction in the regular education classroom setting at Steward and Proctor. This structure enables us to provide the most appropriate instruction in the least restrictive setting possible. In addition, Topsfield has affiliations with the Greater Lawrence Educational Collaborative and North Shore Consortium to provide specialized support services to low incident special needs students and serve as a resource to address special education issues, and for professional development. The school budget has benefited

from the state implementation of the new “circuit breaker” program which reimburses local school districts for a portion of the costs associated with individual educational programs that exceed four times the per pupil expenditure for regular education students. This financial program provides districts with financial support for the special education program costs of students whose needs are significant and require such specialized programs.

Concluding Statement

As detailed above, the School Committee has worked for several years to maintain a quality educational program within tight budgetary guidelines, and even to improve the program where possible. The educational experience for our children has remained at the same high level thanks to the skill, dedication and quality of the teachers, staff and administrators. We are also extremely fortunate to have outstanding support for our schools and our children by their parents as well as the Finance Committee, Board of Selectmen and tax payers.

Respectfully submitted,

Karen Dow, *Chairperson*
Elizabeth Aylmer
Ronald Giovannacci
Allen Smith
Jeff Evaul

The Report of the Masconomet School District

To the Citizens of Boxford, Middleton, and Topsfield:

The School Committee is pleased to report to the residents of the Tri-Town area that, despite rising enrollment and increasing expenses, coupled with limited fiscal resources, the Masconomet Regional School District continues to maintain its history of academic achievement. Our students' standardized test scores, athletic awards, success in gaining admission to prestigious colleges and universities, achievements in the arts, and contributions to the community through service are just some of the measures of Masconomet's success. The impact of our financial challenges can be measured by increasing class sizes, limitations in course offerings, and high fees for sports and activities. This report highlights how the ongoing challenges have been addressed and the positive changes that occurred in 2005.

As we developed a budget for last year the District worked diligently to comply with the 5% budget increase cap imposed by the Finance Committees of the three towns. The increase in our operating budget provided by the towns (totaling \$1 million) only covered the substantial increase in our medical insurance premiums (\$700,000) and additional special education costs (\$366,000).

The recommendations from two task forces influenced the development of the budget for FY06. As a result of the work done by task force on outsourcing, the District realized substantial savings by outsourcing cleaning services and establishing the framework for a long needed preventive maintenance plan. The FY06 budget contained a reduction of \$154,446 in Buildings and Grounds area. Another school committee task force developed a capital improvement plan. This plan will allow the District to predict and plan for ongoing capital expenses.

Other initiatives designed to improve services and streamline costs included a reorganization of the Special Education Department, resulting in a reduction of 1.2 positions, and a reorganization of the Business and Computer Education Department, resulting in a savings to the district through the redesign and reclassification of two positions.

Masconomet experienced another year of increased student enrollment. Since 1994, the number of students has increased by 60%. Staffing has not kept pace, and class sizes in some subject areas have grown considerably. Cuts in staff made in the 2003-2004 school year (40 employees in all,

including 13.88 teachers) have contributed to this problem. Enrollment increased this year by a total of 78 students. The budget was too tight to allow for more than the addition of the equivalent of 2.3 teachers spread across the major subject areas, and this was accomplished by reducing the budget in other areas. Class sizes remain problematic, particularly at the high school level in the Honors and Advanced Placement courses. With enrollment projected to increase again at the High School in the coming year, managing class sizes to promote effective learning is one of our highest priorities.

Masconomet welcomed a new principal in the Middle School and a new Science Department Head for the District. Also, after a year of planning, the Mathematics department introduced a new program for all middle school students. This new program provides in-depth coverage of the State's Learning Standards with an emphasis on number sense and algebra.

This FY 06 budget saw the continuation of user fees for student parking, issuance of transcripts, athletics, and co-curricular activities. Although the School Committee established as one of its budget priorities the desire to reduce the burden on parents by lowering user fees, the best that could be done was to hold the line on most fees and absorb the increase in transportation costs for athletic and co-curricular activities.

The Business Office has accomplished the goals of reorganization to ensure there is segregation of duties, adequate checks and balances, and an appropriate level of staff with the expertise and skill level required to perform the work. Masconomet has also implemented several policies and procedures to assure greater internal controls and compliance with governmental regulatory requirements. All of these measures resulted in a very successful audit by an outside auditing firm.

We would like to take this opportunity to thank the taxpayers for their continued support of our endeavor to provide quality education and services for our children.

Respectfully submitted

Betsy L. McGinnity, *School Committee Chairman*

The Report of the North Shore Vocational District

Richard Darrah

Topsfield Representative, North Shore Regional Vocational School District School Committee

Amelia P. O'Malley, *Superintendent-Director*

North Shore Regional Vocational School District

Listed below are pertinent milestones from the North Shore Vocational School District's Annual Report for the period January 1 - December 31, 2005. A reference copy of the full report as submitted is available at Town Hall.

Merger Study

In December 2004, Senator Berry filed further legislation which called for the merger of the North Shore Technical High School and Essex Agricultural & Technical High School, defining both a Temporary Oversight Board and the governance structure of the new school district. It further defined the procedure for existing members to vote for the merger, and included a requirement for the School Building Authority to report on the conditions necessary to facilitate the opening of the school. The Temporary Oversight Board members were named in 2005 and to date, have met six times. We are presently awaiting another \$250,000 to complete the feasibility study.

Enrollment

Student enrollment as of October 1, 2005 was 458. Students participate in programs in Automotive Technology, Carpentry, Commercial Art, Collision Repair, Cosmetology, Culinary Arts, Electrical, Information Systems Technology, Graphic Arts, Health Technology, Machine Technology, Marketing and Information Systems and Masonry.

Curriculum

MCAS mathematics test scores continue to improve. Students who took the test for the first time in May 2005, improved the passing rates yet again: 75% (2003), 82% (2004, and 86% (2005). Significantly, students scoring in the higher scores bands continued to increase: 35% Proficient (an increase of 27% from 2004) and a markedly impressive 16% Advanced (up from 12%).

Vocational -- Service Cluster: The Career and Technical programs are re-evaluating their curriculums to ensure that they reflect the Massachusetts Vocational frameworks, which are currently being validated throughout the state. At our recent Program Advisory Meeting, committee members were asked to evaluate the frameworks and their comments are being sent

to the Department of Education. Our goal is to ensure that our Career & Technical programs are meeting the needs of our students, parents and the business community.

A focus for the Career and Technical areas this year will be to ensure that our students:

- understand the importance of safety in the trades;
- are skilled in their technical areas;
- are knowledgeable of the importance that their academic subjects play in their success;
- have an understanding of technology's role in their field;
- have an awareness of the importance of management, entrepreneurship and employability skills.

Adult Education

Adult Evening Education at North Shore is a self-supporting program that offers more than sixty (60) vocational-technical classes that enhance the professional and personal lives of the adult members of our community. The Program serves nearly one thousand adult students participating in a wide variety of courses including Computers, Health, Construction, Welding and Machine Technology, Culinary, Automotive, Business and Personal Finance. A number of courses have state approval for professional and trade license preparation.

The Adult Education Program continues to enjoy a reputation of providing quality vocational-technical education to a demanding client that faces an ever-changing work place. We have an ongoing effort to provide competitive and progressive programming; our course offerings are continuously reviewed for either updating, or modification, and we research the local market for new offerings.

Business Office

The Department of Revenue has certified the amount in our unencumbered excess and deficiency funds/surplus revenue available July 1, 2005 at \$349,615.

Financial Issues

Septic system: On July 28th the District School Committee voted to incur debt up to \$350,000, for the purpose of paying the costs of reconstruction and extraordinary repairs to the septic system. We are still in the design stage and anticipate the work to be completed over the summer.

Salem Retirement Assessment: Our fiscal year 2006 assessment from the Salem Contributory Retirement Board has increased from \$102,635 to \$247,171 an increase of \$145,536.

The Report of the Board of Health

Board Composition

The Topsfield Board of Health members are appointed by the Board of Selectmen. They are given the legal authority to set policies and make regulations to protect the public and environmental health. Massachusetts Boards of Health are responsible, under Massachusetts General Laws, for disease prevention and control, health and environmental protection, and the promotion of healthy communities. The Board was recently expanded to five members but presently is comprised of four members. Boards of Health serve as the extension of both the Massachusetts Department of Public Health and the Department of Environmental Protection. The Board has statutory powers to develop rules and regulations in many areas of environmental health to supplement and reinforce Massachusetts General Laws, specifically M.G.L. Chapter 111. This is achieved with the expertise and advice of full time personnel, in addition to the Board members.

Services

The Health Agent, for compliance with the State Sanitary Code, Title 5, and town regulations, reviews all septic system design plans. The Health Agent approves plans meeting Title 5 and the local regulations and the Board of Health approves any plans requiring a waiver or variance. The total number of septic plans submitted and reviewed were 6 for new construction and 55 for repairs to existing septic systems. The Health Agent also reviewed 86 Title 5 inspection reports. In addition, there were 73 applications received and scheduled for soil and percolation testing. The Health Agent oversaw the installation of 56 septic systems of which 54 were repairs and 2 were new construction. All septic haulers are required to submit to the Board of Health office reports on septic systems they have pumped within the town.

The Health Agent coordinates public health programs, enforces public health and environmental laws, issues permits, and inspects public establishments. This year at the Topsfield Fair there were 120 food vendors inspected with the help of two additional health agents. Other required inspections are conducted throughout the year on a regular basis. The Board of Health is participating in the planning and implementation of the Homeland Security Directive, along with other agencies.

The Board of Health contracts with the Visiting Nurse Association to supply the town physicians with vaccines for immunizations, schedule flu clinics and to administer and staff the Elder Health Clinic. Any communicable disease is investigated by the VNA, which totaled 69 cases for follow up. The breakdown of the cases was, 12 communicable diseases and 57 Lyme disease. A flu clinic was held in November and over 400 flu vaccines were administered.

The Board of Health has a public meeting at the Town Library on the fourth Thursday of every month, unless otherwise posted.

Respectfully submitted,

Rosemary Decie, *Health Agent*

The Report of the Council on Aging

Mission

The purpose of the Topsfield Council on Aging is to design, implement and promote programs and services to support the independence, health and well being of senior citizens in Topsfield.

The Topsfield Council on Aging is a municipally appointed volunteer board authorized under M.G.L. Chapter 40, Section 8b. The council's major responsibilities include the setting of local policy for administration of elder programs and services; developing, coordinating and / or conducting such activities; serving as advocates for elders, and educating the community-at-large about the needs and resources affecting their lives.

Fiscal 2005 Highlights

In 2004-2005, the Council on Aging provided valuable programs and services to the age 60+ population of Topsfield. Services include nutrition, transportation, outreach, health and safety programs, social and recreational programs, educational programs, intergenerational activities and volunteer opportunities. COA also offers services to caregivers and family members in need of resources and referral information for their loved ones. Joann Capone, the Executive Director, retired after over 14 years of dedicated service.

The Senior "Scoop", the COA's monthly newsletter, offers timely advice to elders on issues of importance and interest to them. This free publication to Topsfield senior citizens includes COA's calendar of events, health and nutrition information, articles by senior citizens, social and volunteer opportunities both within the COA and in the Topsfield community at large.

Last year many interesting topics were presented at the Council on Aging's congregate meal site located at St. Rose of Lima Church Hall. Some of the programs presented were: Reverse Mortgages, Health & Fitness, Crime Prevention, Registry of Motor Vehicle updates, Health Insurance & Medicare updates, and Better Business Bureau information. Project Pleasure Days offers seniors the opportunity to socialize, learn and have fun at a variety of events including concerts, professional theatrical shows, parties, barbecues, luaus and a host of entertaining programs offered throughout the year. Attendance at Project Pleasure Days averages around 40 seniors per event.

In the area of wellness and nutrition, over 5,500 meals were provided to the senior citizens of Topsfield including the Meals-on-Wheels program provided through the Food Service at Proctor Elementary School. Compared to last year's figures, there was a 10% increase in meals provided. Fitness and exercise is promoted by participation in COA's Walking Club, Tai Chi Studios (held in Ipswich), and Friday Exercise Classes at Little Brook Village. VNA clinics are held every Thursday at either Little Brook Village or Washington Meadows housing sites.

Transportation is vital to senior citizen activity and attendance at our programs. Seniors utilize the Council on Aging van to transport them to the meal site, town offices, downtown businesses and banks, library, medical appointments, grocery shopping, mall shopping and all activities of daily living which help them to remain independent and safe in the Topsfield community. Over 9,436 units of service (rides) were provided and \$1,682 in cash donations were received.



COA Picnic at Hood's Pond.

Prevention Programs presented by the Council on Aging in collaboration with local police and fire departments help seniors to live safely in the Topsfield community. Programs include File of Life, Operation Concern, and Alzheimer's Alert. The Triad Program is now established in conjunction with the Essex County Sheriff's Dept. and the Tri-Town senior community. Programs are being planned to help prevent crimes against the elderly and to educate seniors in methods to avoid financial exploitation. Ongoing programs include the Senior Photo Identification Day, File of Life and 911 Cell phone Distribution.

Volunteers serve as drivers, friendly visitors, group leaders, social event helpers, handymen and women, newsletter helpers, telephone callers and meal site workers. The COA values their important contributions to elder health and continues to provide volunteer opportunities for the enrichment of the entire community. The Council appreciates the Friends of the COA for their continued support, both financially and volunteer based. Volunteer recognition events and Silver Tree Awards Presentations are held in May to honor our valued volunteers. Funding for this event is provided through a grant received from the Massachusetts Executive Office of Elder Affairs. Club activity is an important part of socialization for elders. The following groups are led by COA volunteers: Artist's Guild, Walking Club, Writing Group, Scoop Volunteers, Tai Chi, Stretch & Tone Group, Men's Club, Lunch Bunch, Sunshine Team, Friends of the COA.

Intergenerational programs help to promote awareness of elder issues and offer opportunities for the young to interact with the older citizens in a variety of ways. This fosters a spirit of cooperation between the generations and offers many opportunities for learning. This past year "Grand-Friend" Programs included the Valentine Exchange, Concert and Lunch at Proctor School and the Senior Appreciation Dinner at Masconomet High School. Several Girl Scout troops and C.C.D. classes contributed to senior citizens enjoyment in COA programs and services and at holiday events. A local church group helped with yard clean-up and is providing transportation to church services for seniors.

One of the goals of the Topsfield Council on Aging is to establish a multi-purpose Senior Center or other space in Topsfield to meet the physical, social, psychological and emotional needs of a growing senior population. A Senior Center is an infrastructure of support involving nutrition, exercise and socialization. In many cases it allows individuals to remain in their communities and homes longer to "Age in place" and to "Age with dignity". The COA will pursue space to establish a senior center that will reflect proudly on the Town of Topsfield for present and future generations.

The COA Board meets monthly as posted in Town Hall. Meetings are open to all Topsfield residents.

Respectfully Submitted,

Sheila Field, *Executive Director*
Judith A. Tucker

COA Board Members:
Leo Wilson – *Chairman*
Jackie Rizzo – *Vice Chairman*
Fran Watson – *Treasurer*
Beth Fasano
Elaine Stieritz

The Report of the Topsfield Housing Authority

Introduction

Little Brook Village is the home to 60 plus elders and people with disabilities. It is a warm, congenial setting that offers a variety of activities including: an art group, Visiting Nurse services, game nights, tenant coffee hours, a knitting circle, etc. Each tenant/couple has a three room apartment. The Community Center hosts a large function room, kitchen, laundry facilities and administrative offices. Little Brook Village is closely associated with the Council on Aging, which provides both activities and transportation to many of our elder residents.

Fiscal 2005 Milestones

This past year we said goodbye to a number of our long term residents and welcomed seven new residents to our community.

The year 2005 has been an exciting one for the residents of Little Brook Village. Woody Lancaster, our Maintenance Supervisor started a Giant Pumpkin Project with our residents. The program was funded by very generous donations from Beverly National Bank, Gil's Grocery and TD Banknorth. Our residents were divided into three teams with team leaders appointed. Different teams were responsible for different jobs in the pumpkin patch, including; planting, weeding fertilizing, watering, etc. Our efforts resulted in the growing of two giant pumpkins, one of which weighed 324 pounds, which was entered into the Topsfield Fair. One of our residents, Paula Murphy grew gourds along the fence, which she won a number of prizes for at the fair.

Respectfully submitted,

Alice Sheridan, *Executive Director*



The crew from Little Brook overseeing the pumpkin weigh-in at the fairgrounds.



The Report of the Tri-Town Council on Youth and Family Services

Who We Are

The Tri-Town Council (TTC) is a non-profit professional service organization whose mission is to reduce at-risk behavior and improve the emotional health and safety of Tri-Town youth by delivering specialized prevention and intervention services that meet the needs of our community. Unlike other counseling centers, TTC works exclusively with the needs of Tri-Town residents.

Our goal is to anticipate and be responsive to community needs. Agency by-laws ensure close contact with Tri-Town residents' concerns by mandating that our Board of Directors includes volunteer representatives from each of the three towns. For FY 05, Topsfield has been very well represented by Dana Webster and Cheryl Martha and by a student Board of Directors, comprised of more than twenty young men and women in Masconomet Schools, grades 9 -12. Donna Ryan, Peggy Holloway and Victor Dinarello, having completed several years on the TTC board of directors have moved on to pursue other endeavors.

Staff:

Gary Sinclair, *Executive Director*

Nancy Coughlin, *Business Manager*

Joan Murphy, *Masconomet Adjustment Counselor*

Gail Analoro, *Masconomet Adjustment Counselor*

Topsfield members of the TTC Board of Directors

Dana Webster

Cheryl Martha

*Open Position

Affiliates:

Debbie Adam, *Horizons Director*

Emily Kirsch, *EAP Counselor*

Joan Wing, *S.T.E.P. Program Therapist*

Bev Nelson, Janet Sacco, Keith Quenzel: *DASH*

What We Do

The Town of Topsfield benefited from the following TTC activities and programs over the past fiscal year:

- Adjustment Counseling: Provided by two full-time professional counselors at Masconomet Regional School. Virtually all of the 900+ students from Topsfield in grades seven through twelve received some form of direct service from these counselors either in one-on-one meetings, in groups, in the classroom, in an assembly, or through distributed materials. TTC

counselors also work as needed with the families of the students they see. In addition, counselors attend case conferences, Individual Education Plan meetings, emergency management meetings, committee meetings, student orientation meetings, and many more. TTC adjustment counselors made just over 500 contacts with Topsfield students, including 22 regularly assigned Topsfield students over the past year. The most prevalent issues include relationship problems, mood disorders, alcohol and drug use, family turmoil and school adjustment problems. Adjustment counselors also dealt with pregnancies, suicidal ideation, violence, bullying, harassment and anger management.

- Community Counseling: 377 hours of direct clinical services were provided to 47 Topsfield residents, which represents a 300% increase over the prior year. The increase is primarily due to the availability of "free" counseling for Topsfield residents thanks to \$20,000 appropriated at Town Meeting for that specific service.
- Group Counseling: TTC adjustment counselor, Gail Analoro, provided an ongoing support group for parents of children living with bi-polar disorder, free of charge. Community Presentations: Two forums were offered, one on Host Liability and one in conjunction with the Social and Emotional Development Advisory Committee at Masconomet schools, focusing on Oxycontin and Heroin.
- Project Safety Net Hotline – 24 hour, seven days a week telephone access to a counselor (978-771-4619) for information, referral and crisis counseling. Crisis calls were received on an average of almost one per week. Calls ranged from teens with suicidal ideation, to parents who wanted advice about managing teen behavior.
- The HORIZONS after school enrichment program was available to Topsfield elementary school children. Program director, Debbie Adam, reported that at least 8 courses, including science, drama, crafts, beading and fun with electricity were offered three times a year. Over 300 children from the Tri-Towns participated for each of the fall, spring and winter semesters, including a ski program at Bradford Ski Area.
- The Community Giving Tree, donated over \$7,000 to children and families in the Masconomet community who needed a helping hand over the holidays. This program also collected and donated winter clothing to the needy, ran a used toy fair and collected baby equipment.
- The Sponsor-a-Child program donated hundreds of gifts, with the help of over 75 volunteers, to 50 needy

children in Salisbury, MA to help them have a happy and healthy holiday season. In addition, over \$2,000 in cash donations and several food gift certificates were donated.

- The D.A.S.H. (Disability Awareness Starts Here) program was active in Boxford and Topsfield elementary schools, but not Middleton. Hopefully, volunteers will come forward so the program in Middleton can be restarted next year. D.A.S.H. is an important educational program, which uses 250+ community volunteers a year to experientially teach second through fifth graders (more than 800 students) about physical and emotional disabilities.
- No Place For Hate: TTC continues to participate on the No Place For Hate committee whose goal is to spread the message that discrimination, prejudice, intolerance and hatred have no place in the Tri-Town community. This group is responsible for facilitating the placement of “peace poles” at Masconomet schools.
- The Girls Empowerment workshop for Masconomet eighth, ninth and tenth graders was offered in the spring of the year. This day-long workshop provides information to girls about relationships, self-esteem and many other important personal and social issues.
- A Boys Empowerment program for tenth graders reaches the entire sophomore class in the spring of the year and helps boys to recognize their worth as individuals and their role in relationships. Masconomet will run the empowerment programs in the future with assistance from TTC.
- The Summer Playground Program, formerly directed by Victor Dinarello, served 100+ eight to twelve year olds during summer vacation.
- The substance-free all night Graduation Party was a tremendous success, attended by 235 graduates in 2005. A third of its attendees live in Topsfield.
- A TTC website, www.tritowncouncil.org, exists for the benefit of Tri-Town residents and others, with continuously updated information, links, on-line counseling, and an extensive local resource list.
- A newsletter, *The Reality Check*, is distributed at various times during the year to our membership in Boxford. The newsletter contains information on topics of interest such as Cyber Bullying, Domestic Violence, Dangerous Drugs, Drinking and Driving, and updates on Council activities.
- Sponsorship of the S.T.E.P. (Systematic Training for Effective Parenting), an eight-week course on parenting offered by Joan Wing, LICSW, which can benefit Topsfield residents.

- Information, consultation and referral services through our administrative office.
- The WORLD AIDS DAY Candlelight Vigil, was held on December 1st at the Topsfield Congregational Church.
- Providing support for the Fall Foliage Classic Road Race, sponsored by the Rotary Club of Topsfield, Boxford, and Middleton, that is held each October, starting at the Proctor School in Topsfield.
- Contributing newspaper articles on topics of local concern.
- Supporting ABC Masconomet through membership on its Board of Directors.
- Active participation and leadership in Tri-Town working committees: In FY’05, the Council was a member of the Social and Emotional Development Advisory Council (SEDAC), The Massachusetts Council of Human Services Providers, the Graduation Party Committees, the Rotary Club of Topsfield, Boxford, and Middleton, the Middleton Board of Trade, the Community Collaborative Initiative and the Massachusetts Bay United Way.

Our Funding

Topsfield residents voted to fund TTC for Fiscal 2005 at \$19,468 or just over \$3.00 per resident. This funding amounted to 6% of our total budget each year and was extremely important to the financial health of TTC. Altogether, the towns of Topsfield, Boxford, and Middleton accounted for 20% of TTC’s budget. As noted above, another \$20,000 was appropriated to subsidize counseling for FY 05.

In Summation

The Town of Topsfield was well served by the Tri-Town Council in fiscal year 2005, receiving a very good return in services for each dollar spent.

At the Tri-Town Council, we appreciate that every dollar of our budget is in one way or another donated by Tri-Town residents. Therefore, we spend that money very carefully:

- Community volunteers staff many of our projects,
- Our Board of Directors is comprised entirely of volunteers,
- Our finances are reviewed by a certified public accountant and are independently audited each year,
- With part-time administrative staff, our overhead is kept low, and
- Our programs are run as efficiently as possible.

The staff and Board of Directors of the Tri-Town Council appreciate your continued support.

The Report of the Recycling Committee

Now in its eighth year, the Pay As You Throw (PAYT) Program has continued to decrease trash collection costs, and increase overall recycling rates. The Town collected \$62,350 in Pay as You Throw (PAYT) sticker revenue in fiscal 2005. Grant monies were applied for but not received, due to the State budget constraints. Therefore, the printing and mailing of the recycle calendar this year was totally paid for by the Town of Topsfield.

We are in our second year of a five-year recycling and trash collection contract that includes the collection and disposal of municipal solid waste, recyclables and metal objects with JRM Hauling and Recycling Services, Inc. Under our contract terms, mixed recyclables, newspapers, paper, cardboard and styrofoam are collected at curbside. The May and October "Household Metal" collections have been very successful. Our residents are taking full advantage of the added spring pick up, and no longer have to wait a year to put out household white metal appliances such refrigerators, stoves, air conditioners, etc.

We thank the hauling staff, provided by JRM, for their courtesy and cooperation in enforcing the PAYT program and also the general management for their considerate and prompt response to issues and resident complaints as they arise.

The Recycling Committee has disbanded leaving the administration of both the PAYT and the recycling programs under the purview of the Selectmen's Office.

Prior year MRIP monies were used again this year to purchase supplies for the fifth annual Town Clean Up Day held in April. A very special thanks goes out to our volunteers and the Parks and Cemetery Department for all their hard work in making this day a huge success. Several truckloads of trash were picked up from Topsfield's roadsides, sidewalks, alleys, and parking lots.

The Town recycled 882 tons of curbside wastes, which included paper, cardboard, plastics, cans, and items from two metal collections. This averages to about 276 lbs. of recyclables per person. Also, the amount of trash collected decreased this year by 148 tons, which averages to about 46 lbs. per person.

Thank you again, residents of Topsfield, for all your conscientious efforts in keeping our RECYCLING & PAYT programs alive and well.

Respectfully submitted,

Marie J. Emond, *Recycling Coordinator*

The Report of the Library Trustees

Fiscal 2005 Statistics

For the 5th year in a row, the Topsfield Town Library was ranked as the 8th busiest library in the Commonwealth of Massachusetts. We are open 48 hours per week with an average of 50 people walking into the library every hour.

The library owns 63,651 items. The circulation of these items continues to grow, circulating 160,485 times, a 2% increase from last year. In addition, 29,877 items were distributed through our interlibrary loan system, an increase of 83% from the previous year. The library staff serviced 3,642 research/reference requests, 82 more than last year.

The library continues to support over 20 local book clubs and is a member of the MVLC Book Club Kit Group which develops book club collections and support material for book discussions consortium-wide.

For children and young adults the library provided an exciting summer reading program with 398 children participating. In addition the library had 157 different programs for children and young adults with approximately 3,230 children in attendance.

The library had another incident of a pipe bursting in the Children's Room. Minimal damage occurred since the incident happened during open hours. Once again the trustees and staff would like to thank the fire department, Proctor School's Sean Connery, the Friends of the Library, Roberta Knight and the American Legion for their help and assistance in returning the library to normal operations.

Cultural Activities

The library renewed its popular art leasing program with the DeCordova Museum in Lincoln, MA. This program allows the library to exhibit eight different works of art every six months.

Our seasonal music programs included Robert Honey-sucker, baritone, singing operatic arias and songs and local musician Matthew O'Malley and his jazz ensemble playing contemporary jazz.

Volunteer Program

The volunteer program provides much-needed support for the library operations. We have 25 regular volunteers giving 3,382 hours to the library this year. In addition the library provided 21 students with volunteer hours to satisfy aca-

demic or community service needs with approximately 252 hours given to the library.

The Library Trustees expresses its deepest gratitude to the following volunteers for their generous gifts of time and talent: Kathleen Beal, Sally Bergstrom, Ruth Butler, Nancy Emmons, Filippa Giunta, Sue Haight, Tammy Harper, Audrey Iarocci, Steve Kincaid, Betty Kruck, Florence Leary, Yolanda Marciano, Barbara Patch, Jeanne Pickering, Christine Scannell, Alice Schneider, Donna Stanton, Annette Swain, Carol White, The Geggis Family, Alex Beal, Christopher Beal, Alex Boeri, Brendon Limone, Sandy Hampton, Sharon Wilcox and family, Jill Geratowski, Alyson Hayden, Becca McDonald, Heather Darrah, Michelle Russo, Caroline Gallagher, Katie Chiffer.

Friends of the Topsfield Library

The Friends of the Topsfield Library, an independent nonprofit organization dedicated to supporting the library, continues to be an integral part of this library's success. The Friends' significant financial contributions help pay for those incidentals, greatly enhancing the quality of library service. Throughout the year, the Friends not only offer creative programs for children, youth and adults but also fund the museum pass program, allowing free or reduced-rate visits to a large number of area museums. Our continued sincere thanks to all the Friends for their constant and loyal support.

Tribute

The Topsfield Town Library mourns the loss of two beloved colleagues. In January, 2005, Ms. Dagny Collins died in a snow mobile accident. Dagny had joined the library staff in August, 2004 and quickly became a vital part of the library team. In January, 2006, we also lost our dear friend and colleague, Annette Stathopoulos. Annette worked for the Town for 20 years. Her keen ability to connect people with books lead her in developing a strong reader advisor program and audio book collection. They will both be missed by so many.

Respectfully submitted,

Cynthia M. Deal, *Chairperson*
Andrew Baumgartner
Sheila R. Becker
Robert L. Boeri
Elizabeth T. Johnson
James F. Rossi

The Report of the Historical Commission

Objective

The objective of the Topsfield Historic Commission is to preserve the significant historic and architectural resources in the Town of Topsfield. In addition, the Commission is responsible for design review of exterior alterations within Topsfield's local historic district. The Topsfield Historic Commission was active in fulfilling its' responsibilities to review proposed construction within the Historic District and assisting in the preservation of historic properties throughout the town.

Accomplishments

Topsfield now has its first National Register of Historic Places district. This district encompasses properties on River Road, Cross Street, Prospect Street, Hill Street and Salem Road. The history of Gentlemen's Farms and Rural Retreats is a significant aspect of the character of Topsfield, and this district still retains many of the buildings and landscapes created in this context.

The Historic Commission has been working with the homeowners at 102 River Road to save their house from demolition. We have also been in communication with the Massachusetts Institute of Technology to lobby for preservation of the property at 86 Salem Road.

The Commission is continually working to raise awareness and educate the public regarding Topsfield's historic, architectural, and scenic resources.

Respectfully submitted,

Alison Hardy, *Chairperson*

The Report of the Topsfield Cultural Council

FY05 Highlights

For the 2005 fiscal year, the Massachusetts Cultural Council (MCC) awarded \$2000 to the Topsfield Cultural Council (TCC) for funding educational and cultural programs to directly benefit the residents of Topsfield. This level of funding matches the FY04 funds of \$2000 from the MCC, which is greatly appreciated. The TCC members endeavor to reach everyone in Topsfield with the benefits of this state-wide program.

The TCC met in early September 2004 to discuss finances, define the various committee roles, and to issue the public call for grant applications for the FY05 spending cycle. At the Oct. 15, 2004 deadline, the TCC received 16 grant applications. The committee members carefully reviewed each application according to MCC guidelines and are pleased to support the following five grants for 2005.

- During the month of March, the Topsfield Town Library hosted the time-honored multi-media program, “Celebrating Women”, curated by Darcy Fulton and Sue Hart.
- The New England Light Opera (NELO), under the artistic direction of Mark Morgan, performed a “Cole Porter Review” family concert, free to the public.
- For the 2005 Summer Reading Program, the Topsfield Town Library hosted “Tap into Reading”, an interactive puppetry and music performance by Bob Thomas.
- James Weber presented his “Joy of Samba Drums” program, at Masconomet Middle School in conjunction with the International Language Celebration Night.
- The Holiday Walk celebration included, “Contem-paissance”, a performance by Gary Jackson hosted by the Bagel Shop for the benefit of all Topsfield residents.

The TCC is a volunteer committee, whose members are appointed for a three-year term by the Board of Selectmen. During the FY05 the committee included seven members, each dedicated to cultural enrichment in the Town of Topsfield. These committee members included Darcy Fulton, Caryl Kennedy, Karin Johnson, Marie Masse, Dottie Wass, and co-chairs Libby Culbertson and Linda Siwak.

Respectfully submitted,

Libby Culbertson & Linda Siwak, *Co-Chairs*

The Report of the Park and Cemetery Commission

Commissioners

Robert Benjamin, *Chairman*

Steve Mscisz

Dale Johnson

Staff

Stephen Shepard, *Superintendent*

Paul Fontaine, *Foreman*

Peter Miller, *Lead Person*

General Information

Office: 978-887-1525

Emergencies: 978-887-2116

The Parks and Cemetery Office is located at Pine Grove Cemetery off Haverhill Rd. (Route 97), Topsfield. Due to budgetary restraints, we no longer hold established office hours. We apologize for any inconvenience this may cause. Burial plot sales and pre-need sales are from November 1st to March 1st. All other times are emergency sales only. You must be a current resident of Topsfield to purchase lots in Topsfield cemeteries. To inquire about other cemetery and park rules, or to purchase a burial plot, please call the above phone number to make an appointment with the Superintendent.

Parks

Our parks and commons continue to see improvements and growth. The multi-use area at Pye Brook Community Park is underway and several successful events were held this summer and will continue to expand in popularity in the upcoming years. The Town received a gift this year of a gazebo. This is now one of the Town's main attractions and focal point and we hope to have many band concerts throughout the summer for all to enjoy.

Cemeteries

The town has 3 cemeteries: Pine Grove, Boston Street and Southside. We performed approximately 35 burials this year; 10 ash burials and 25 full burials. We continue to expand the cemetery annually at Pine Grove to stay ahead of burial needs. It has always been the policy of this department to maintain the cemetery as a country setting during expansion. This is why we have adopted a policy of tree planting on a rotating basis. We lose a tree, we plant a tree. A lot of rules and policies have changed this year in the cemetery operations. Due to budget cuts, please feel free to inquire about these changes.

Recreation

The Recreation Committee works directly under the Parks and Cemetery Commission. This year the Recreation Committee took over the very successful summer recreation program started by Victor Dinarello. The program was a big success and grew in popularity all summer. The Recreation Committee continues to work on programs year round.

We would like to acknowledge the passing of Maryellen McGee who served on the Topsfield Recreation Board and committed herself and time to the Town's recreational needs.

Miscellaneous

Equipment – There were no major equipment purchases in the Park and Cemetery Dept. due to financial shortages.

Animal Removal – the dept performed approximately 50 pick-ups and disposals of deceased animals along Topsfield roadways.

Pye Brook Maintenance – Flair maintenance at Pye Brook Park continues to be a function of this Department. All the flairs performed flawlessly this year and we will continue our yearly maintenance program.

Acknowledgements

We would like to thank Barbara Flood, who was our secretary for many years, who retired in March. We wish her well.

We would like to thank all the following –all town departments and committees, town garden clubs, veteran organizations, the Topsfield Athletic Association, and Cicoria Tree and Crane Service.

Respectfully submitted,

Stephen Shepard, *Superintendent*

The Report of the Open Space Committee

The Topsfield Open Space Committee was successful in having the 80 page Open Space Plan approved and accepted by the State Department of Conservation Services. The plan was also approved by the Metropolitan Area Planning Commission.

The importance of the Open Space Plan cannot be over-emphasized. The plan helps to protect Topsfield's environment and must be current in order for the town to receive State grant funds.

Activities in the later half of the fiscal year center on implementing the five strategic plan goals. Of them, the first activity is reviewing and recommending changes of the Town's Open Space Development Plan to the Planning Commission.

Topsfield Open Space Committee members:

Joe Geller, *Chairman*

Pamela Newport

David Merrill

John Beck

The Report of the Rail Trail Committee

The Topsfield Rail Trail Committee was created in April, 2005 with the objective of developing the abandoned 4.5 mile rail corridor through Topsfield for recreational purposes.

Half of the trail is owned by the MBTA (Massachusetts Bay Transportation Agency) and the remainder by the National Grid Power Company.

The trail extends from the Wenham town line by the Topsfield Fair Grounds, through Topsfield Center, by Pye Brook Community Park to the Boxford border.

The committee pledges to seek out creative strategies and fundraising efforts that are not dependent upon town funds to build the trail.

Topsfield Rail Trail Committee

Joe Geller, *Chairman*

Nancy Luther

Kathy Tremblay

James MacDougall

Frank Bodengraven

The Report of the Conservation Commission

Commissioners

Walter Harmer, *Chairman*
Wade Goldman
Gregory Mellinger
John Olcott
Stanley Ragalevsky
Thomas Warren
Ralph Stump

Staff

Lana Spillman, *Administrator*
Donna Rich, *Secretary*
Hilary Hafner, *Minutes Secretary*

Introduction

The charge of the Topsfield Conservation Commission is to protect groundwater and surface water quantity and quality, to control flooding and erosion, to manage stormwater in order to prevent storm damage, and to protect wildlife habitat and recreation values in Topsfield. The Commission is given authority under the Massachusetts Wetlands Protection Act and Regulations, the Town of Topsfield Wetlands General Bylaw and Regulations, as well as many other state and town laws, regulations, and policies to protect the ecological systems that, in many ways, are critical to the character of the town. Public meetings and hearings are held twice in most months, on the second and fourth Wednesdays at the Topsfield Library, starting at 7:00 p.m. Public office hours are Mondays and Wednesdays from 9:00 a.m. until noon, and by appointment. The phone number is 978-887-1510; the e-mail address is conservation@topsfield-ma.gov.

Highlights

Typical approved projects involved new home construction, additions, pools, tree removals, and septic system repairs and upgrades, and general site work near and in Wetland Resource Areas. However, some determinations and reviews were more complex. The Commission reviewed Resource Area boundaries of the property at 120 High Street and then started the complicated hearing process for the proposed subdivision development of the 70±-acre property, which contains numerous wetlands, streams, and two vernal pools. Consultants from the BSC Group assisted the Commission with the proposed subdivision roadway review.

Members and staff continued to upgrade their knowledge of wetlands, laws, and regulations with courses and trainings. In order to educate the townspeople, in April, the

Commission distributed a town-wide flyer explaining when to contact the Commission about proposed projects. At a public hearing on July 14th, the Commission incorporated R:10-26, Rules for Hiring Independent Consultants, into the Wetlands General Bylaw Regulations.

The Conservation Commission issued over a hundred determinations and permits, made site visits, monitored works in progress, assessed violations primarily involving filling, dredging, digging test holes, and clearing of vegetation in Wetland Resource Areas, and any other intrusions into Resource Areas. There was an 11% increase in the number of permits (Orders of Conditions) written.

Stormwater management is an important responsibility of the Conservation Commission. Following their attendance at some informative workshops, Commissioners started encouraging developers to incorporate low impact development techniques into their plans to preserve Resource Area values and functions, such as prevention of flooding and groundwater recharge. Chairman Harmer and Administrator Spillman worked as members of the Stormwater Committee to develop the Stormwater and Erosion Control Bylaw that was accepted at the Annual Town meeting.

Beavers have become a growing presence in Topsfield. The Commission has issued permits allowing work in Resource Areas to provide some relief from beaver activity-created flooding while at the same time satisfying the beavers. Permits were issued for installation of water flow control devices ("beaver deceivers") to Essex County Trails at Bradley Palmer State Park and for replacement of the walkway over Hobbs Brook at Willowdale State Park; to Topsfield Road Department beaver deceiver installation at the outlet of Hood Pond; the culvert under the entrance road at Pye Brook Community Park, the culvert under North Street just down from the Town well site, and at the Brookside Road crossing of Mile Brook, and to Ipswich River Wildlife Sanctuary (Mass Audubon) at the Perkins Row crossing of Mile Brook.

The Conservation Commission welcomes volunteer assistance and donations of land.

The Report of the Metropolitan Area Planning Council

The Metropolitan Area Planning Council (MAPC) is the regional planning and economic development district representing 101 cities and towns in metropolitan Boston. In addition, the Council shares oversight responsibility for the region's federally funded transportation program as one of 14 members of the Boston Metropolitan Planning Organization. The Council's legislative mandate is to provide technical and professional resources to improve the physical, social and economic condition of its district, and to develop sound responses to issues of regional significance. The Council provides research, studies, publications, facilitation and technical assistance in the areas of land use and the environment, housing, transportation, water resources management, economic development, demographic and socioeconomic data, legislative policy and interlocal partnerships that strengthen the operation of local governments. More information about MAPC is available at www.mapc.org

North Shore Task Force

The Town of Topsfield is a member of the North Shore Task Force. During the past year the North Shore Task Force took part in a variety of activities, including the following:

- Review and input into the Massachusetts 25-Year Transportation Plan;
- Participation in the MAPC program to make its sub-regional task forces more effective;
- Worked to review and comment on UPWP and TIP priority projects for the subregion;
- Helped to facilitate discussion and planning for the anticipated Route 127 Scenic Byway Corridor project in conjunction with the Essex National Heritage Commission and Representative Mary Grant's office;
- Sponsored an informational planning forum on MAPC's coordinating efforts behind the Northeast Homeland Security program;
- Continued to take an active role in the discussion of how to make MAPC sub-regions more effective and how to attract a wider, more diverse set of sub-regional participants;
- Offered timely review and input into MAPC Legislative Committee at all NSTF meetings;
- Hosted a multi-agency forum including MAPC and the Massachusetts Bays Program on Low Impact Development techniques and MA water reuse case studies;
- The NSTF was an active partner with CHAPA and the North Shore Housing Trust in the Essex County *Home At Last* Affordable Housing project;
- Received and reviewed the MAPC Executive Report on a monthly basis;
- Worked in collaboration with the North Suburban Planning Council Coordinator to learn how their communi-

ties had successfully completed Pre-Disaster Mitigation Plans;

- Offered presentations and worked with North Shore communities on developing an affordable housing "tool kit" with the Department of Housing and Community Development and how to form a local housing trust with the North Shore Housing Trust;
- Hosted workshops on how to work with 40 R regulatory changes as well as on MA Historic Preservation case studies;
- Took part in the MAPC Bike Survey process and gave input into the draft Regional Bike Plan.

The NSTF Coordinator actively engaged with the region with focus on the following projects:

- Followed up on the adoption of EO 418 Community Development Plans in 2004 by working with Swampscott to plan for a mixed-use district and with Essex to create an Open Space Residential Design bylaw. Staff also reviewed alternative plans for the redevelopment of the Rockport train station, including its' potential as a mixed use and Transit Oriented Development district;
- Completed the ten-community North Shore Wind Project. Results of the project included the formation of Renewable Energy Committees in Swampscott, Gloucester and Rockport to actively identify wind turbine sites. A draft wind turbine siting ordinance was completed for the Lynn Renewable Energy Committee to help the city site two large wind turbines to power the Lynn Waste Water Treatment Plant;
- Followed up on the successful 2004 Regional Housing meeting by working with the Massachusetts Housing Partnership, the Essex County Forum, and the North Shore Housing Trust to sponsor the North Shore Regional Housing Workshop;
- Using an EPA Smart Growth Technical Assistance Grant, the NSTF Coordinator worked with the town of Topsfield to draft both a model Stormwater and Erosion Control Bylaw and Stormwater and Erosion Control Regulations. The model bylaw was adopted at town meeting in May and MAPC has continued to work with Topsfield to craft the regulations, sharing results with MAPC communities, particularly the NSTF and those involved with the 1-495 Water Strategy;
- Served on the Steering Committee of the Essex County Forum to help develop a visual, results-oriented Smart Growth policy for all of Essex County.

Respectfully submitted,
Marc D. Draisen, *Executive Director,*
Metropolitan Area Planning Council

The Report of the Planning Board

Introduction

The responsibilities of the Planning Board include the approval of ANR lots and subdivisions, site plan review of proposed projects, the granting of special permits for certain uses of property, and planning for the future use of land and resources in the Town of Topsfield. During Fiscal Year 2005, the Planning Board conducted a number of public hearings relative to these activities and continued the process of creating a master plan for the Town.

Permits and Approvals

- Five ANR lots were approved.
- Under the Family Accessory Apartment Bylaw, four special permits were granted for family accessory apartments.
- One Definitive Plan for the extension of Fox Run Road by 150' and the creation of one new lot was approved.
- One Preliminary Plan for the subdivision of the property at 120 High Street was submitted and the review process was begun. In connection with this project, a joint public meeting of the Town's permitting authorities was held to discuss the applicant's proposals and to coordinate the permitting process.
- One special permit for removal and repair of stone walls and trees was granted under the Scenic Roads Bylaw.

Members

Stephen Whelan and Martha Morrison were re-elected to the Board in May, 2004.

Land Use Coordinator

The Planning and Zoning Boards stressed to the Town Management Committee the need for a Land Use Coordinator to assist in the work of the two boards and developed a job description for the position. In consultation with the Finance Committee and Personnel Board a 19-hour a week position was included in the Planning Board's budget and was approved by Town Meeting. The position was to be filled no earlier than October of 2005. Mr. Andrew Sims accepted the position in December of 2005.

Grants and Applications

Commonwealth Capital Application – The Commonwealth of Massachusetts now ranks communities for pur-

poses of grants on the basis of their Commonwealth Capital scores. A community's score reflects its progress in adopting Smart Growth policies and regulations. This system replaces the need-based ranking system in which Topsfield fell into the bottom twelve communities in the state. The Planning Board applied for the assistance of the Metropolitan Area Planning Commission to complete the application and won one of the thirty available grants. The Planning Board then coordinated MAPC's work with the Town to submit the Commonwealth Capital application. Topsfield's Commonwealth Capital score ranked just below the average of communities who submitted a application under the new system. The application, itself, provides direction for increasing future scores. This initiative improved the Town's position in the competitive area of state grants.

Executive Office of Environmental Affairs (EOEA)

– EOEA initiated a program of Smart Growth Technical Assistance Grants to assist communities in improving their Commonwealth Capital scores by addressing outstanding needs. The Planning Board in cooperation with the Stormwater Management Committee applied for, and received, a grant enabling the Town to develop a Stormwater and Erosion Control Bylaw, review the Town's existing Bylaws and rules and regulations relative to Low Impact Development, and create new guidelines for low impact development.

Department of Housing and Community Development (DHCD)

– The Planning Board sought assistance from DHCD in the area of Affordable Housing. The proposal was withdrawn because no appropriate site for such a project was available.

Fee Schedule

The Planning Board began the review of its Fee Schedule in order to more accurately reflect the cost of permitting projects. Revisions to the Subdivision Control fees were adopted in the Fall of 2005.

Master Planning

FY05 saw significant progress in the area of Natural and Historic Resource Protection. The Historical Commission's Essex Heritage Landscape Inventory Program, coordinated locally by Elizabeth Mulholland, was completed. This project identified Topsfield's priority heritage landscapes and the level of protection they have. Route 1 from the Ipswich River to the Danvers town line was recognized as Topsfield's most prominent "signature" landscape and one in need of

development guidelines. The work under the Stormwater and Low Impact Development grant examined means of protecting groundwater, wetlands and the Ipswich River Watershed.

May 2005 Annual Town Meeting

The Planning Board is responsible for recommending to Town Meeting zoning bylaws. As a result of the on-going review of the Zoning Bylaws and the collaborative planning process, the Planning Board brought forward a number of recommendations at the May 2005 Annual Town Meeting. These included revisions to the zoning bylaws and adoption of general bylaws. Town meeting accepted the following:

- Revise Zoning Bylaws, Article III, Section 3.02 Table of Use Regulations to include new uses in the Business Park and two new uses (Community Care Facility and Conference and Event Facility) in any district by Special Permit.
- Revise Zoning Bylaws, Article I, Definitions to include definitions for the above uses.
- Revise Zoning Bylaws, Article IV, 4.08, Buildable Area to exclude vernal pools and banks of streams from the buildable area calculation.
- Revise Zoning Bylaws, Article IV, 4.02 – Density and Dimensional Regulations to increase the maximum height of structures in the Business Highway to 2 ½ stories.
- Adopt Zoning Bylaw, Article XIV, Scenic Overlay Zone to establish design guidelines for an area of Route 1 from the Ipswich River to the Danvers town line.
- Adopt General Bylaw LI, Stormwater and Erosion Control Bylaw to require an erosion control permit for the alteration of more than 7,500 sq. ft. of land or 4,000 sq. ft. of land on a slope equal to or greater than 15%.
- Amend the Town Code, Chapter II, Administration, Article VII, by adding Section 2-21, the Agricultural Commission Bylaw
- Amend the Town Code by adding Chapter XLVIII, the Right to Farm Bylaw

Town Meeting rejected recommendations of bylaw revisions to the boundaries of the Business Village District and dimensional and density regulations in the same area and revisions to the Accessory Uses Bylaws. Town Meeting also rejected changes to the Elderly Housing District Bylaw, the adoption of a new Elderly Housing District, and the establishment of the Municipal Housing Trust Fund. Town Meeting tabled a Phased Growth Bylaw.

All of the above activities required the coordination and co-operation of boards, committees and departments throughout Town government. The Planning Board would like to acknowledge the willing participation and extraordinary commitment of all who have participated.

Respectfully submitted,

Martha Morrison, *Chairperson*

Janice Ablon

James Decoulos

Gregor Smith

Stephen Whelan

The Report of the Zoning Board of Appeals

Introduction

Zoning bylaws define permitted uses of land, prohibited uses, and uses which require special permits. The Zoning Board of Appeals role is to issue special permits for specific uses in a particular district when designated as the “special permit” granting authority. Moreover, as permit granting authority, the Zoning Board may grant a variance providing relief to an owner of property, if enforcement of a zoning bylaw would create a substantial hardship, but not to the detriment of the surrounding district.

All meetings are held in the Topsfield Public Library.

FY05 Highlights

- The Board granted a variance to a pre-existing nonconforming lot for the construction of an attached garage at 118 South Main Street.
- The Board granted a variance for frontage requirements at 39 Main Street/9 School Street. The property is in both the central village residential and the business commercial districts.
- The Board granted a Special Permit to the Topsfield Fair to allow parking of cars, use of the loudspeakers until 11:00 pm and use of the midway until 11:30 pm.
- The Board held numerous meetings to consider requests for variances for 17-19 Main Street. The Board granted several findings and variances to allow the construction of a new building at this location.
- The Board granted a one-year permit to First Student Busing to allow school buses to park at the Topsfield Fairgrounds.
- The Board granted a variance for a reduction of a setback for the construction of an attached garage on a pre-existing nonconforming lot at 42 South Main Street.
- The Board granted a variance to allow the construction of a detached garage at a pre-existing nonconforming lot at 126 Ipswich Road.
- The Board voted to change application fees for special permits, findings and variances to \$200.00 per application.

Respectfully submitted,

Robert J. Moriarty, Jr., *Chairman*

Kristin M. Palace

Anthony Penta

Richard D. Sherman

Lisa Stern Taylor

Minutes of the Annual/Special Town Meetings

Special Town Meeting Woodbury Auditorium Proctor School March 1, 2005

The several articles in the Warrant for the Meeting and the action of the Town thereto.

The Moderator called the Annual Town Meeting to order at 7:02 pm, stating a quorum was present. He opened the meeting with the Pledge of Allegiance, read the Warrant and the Return of the Constable noting the meeting had been duly posted and advertised as required by law. He then made the following announcements:

First, I want to thank our Town Clerk Beverly Guarino for supervising the preparations for this meeting with her usual efficiency and care. He thanked Comcast for taping the meeting while noting with thanks, the assistance of volunteers Bill Whiting and Evelyn Hammond. He stated that the meeting would be aired on Channel 10 Friday, Saturday and Sunday of this coming weekend. Finally, he extended thanks to: Ron Kuszmar, Ron Kuszmar, Jr. and Brian Kuszmar of North Shore Lights and Sound for the set up of the viewing screen and audio system.

The Moderator continued. Microphones have been provided in the auditorium and cafeteria for your convenience and I ask that you please use them when addressing the meeting. Anyone desiring to speak should state his or her name and street address after being recognized by the Moderator. This evening there will be a time limit of five (5) minutes for all reports and three (3) minutes for all other speakers. There will be no prohibition on speaking more than once on a single warrant article. The red light timing system will not be in use this evening, due to the shortness of the meeting.

By long standing tradition in the town, a recommendation of the finance committee amounts to a motion, made and seconded and before the town for debate. If the finance committee recommends “no action” on a particular article, and a voter desires positive action on the article or an amended article, the voter may and should during discussion of the finance committee recommendation, state his or her intention to move for positive action on the article or an amended article if the finance committee’s “no action” recommendation is voted down, but the vote will be taken on the finance committee’s recommendation

before a motion for positive action and/or amendment is in order. If a voter desires to move an amendment to a finance committee recommendation or to any other motion, I would like to have the proposed motion to amend in writing. We have printed forms for the motion to amend and I will be happy to help anyone who needs assistance. Since the Finance Committee’s recommendation is the motion on which the vote is taken, I will entertain a motion to allow your moderator to waive the reading of each and every article in its entirety, substituting instead a brief synopsis, thus aiding an orderly progression of the meeting. The motion to waive the reading of each and every article in its entirety, and substituting instead a brief synopsis was then duly made and seconded. There being no discussion, the vote was taken. The vote passed unanimously.

The Moderator announced that he had served for the past eighteen (18) months on the Town Management Committee. The committee’s task was to undertake a detailed study of our present form of government and make recommendations of change, if in the committee’s view changes were warranted. The matters referenced in Articles: Second, Third, Fourth and Fifth addressed their charge, therefore he could not act as Moderator for said articles, and would move to appoint an Assistant Moderator for Articles Second through Fifth. He then moved to nominate Attorney John Kinhan of 55 Colrain Road to serve as Assistant Moderator for said articles. The motion having been made, was seconded. He asked, “Are there any further nominations for Assistant Moderator?” There being none, he declared nominations closed. The vote was taken. It was unanimous. John Kinhan would act as Moderator for Articles Second through Fifth.

Moderator Clark introduced the members of the Board of Selectmen and Finance Committee, Town Accountant, Town Counsel, Town Constable, and Town Meeting Tellers. He noted during the introductions that Bayne Demeritt, Town Accountant was retiring on March 23, 2005 after many years of dedicated service. The town meeting responded with well deserved applause. The Moderator, having concluded his remarks, moved to Article First.

Article First: Reports

James Rogal, Chairman Board of Selectmen noted the formation, membership and eighteen (18) month in depth study completed by the Town Management Committee.

He closed his report stating the Board fully supported the passage and implementation of the articles as presented in the warrant and before the town meeting this evening.

Moderator Clark, at the close of Chairman Rogal's remarks, turned the remainder of the meeting over to Assistant Moderator Kinhan for disposition of Articles Second and Fifth. Assistant Moderator Kinhan was sworn in prior to addressing Article Second.

Article Second: Reorganization of Board of Selectmen

The Finance Committee recommended and the Town voted by a 'super' majority to petition the General Court to enact special legislation as set forth below. The General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court. The Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition as described below:

AN ACT AUTHORIZING THE TOWN OF TOPSFIELD TO EXPAND THE BOARD OF SELECTMEN, AND TO SET THE MANNER OF ELECTION OF THE BOARD OF SELECTMEN.

Be it enacted by the Senate and House of Representatives in General Court assembled and by the authority of the same, as follows:

SECTION 1. The number of members of the Town of Topsfield Board of Selectmen shall be increased to five, upon acceptance by the voters of this Act at an annual town election as set forth below. Each Selectman shall serve for a three-year term, with no more than two Selectmen's terms to run concurrently. Notwithstanding the provisions of the immediately preceding sentence, at the Annual Town Election in May of 2006, one additional member shall be elected for a two-year term and one additional member shall be elected to a three-year term. The terms of those members currently serving as Selectmen at the time of the adoption of this Act shall be unchanged.

SECTION 2. This Act shall be submitted to the voters of the Town of Topsfield for acceptance at the next Town election, in the form of the following question which shall

be placed on the official ballot to be used at said election:

"Shall an Act passed by the General Court entitled 'An Act Authorizing the Town of Topsfield to Expand the Board of Selectmen and Set the Manner of Election of the Board of Selectmen' be accepted?"

If a majority of votes cast in answer to this question is in the affirmative, this Act shall take effect on May 4, 2006.

Article Third: Amend Topsfield Code Relative to Board of Selectmen; Membership; Duties; Compensation

The Finance Committee recommended that the Town vote to amend the Town of Topsfield Code as described below:

BOARD OF SELECTMEN: COMPENSATION; ELECTION. To amend Chapter II, Article III, Section 2-3 of The Topsfield Town Code (General Bylaws) as follows:

By deleting Section 2-3 entitled "Board of Selectmen; Duties." in its entirety and substituting in place thereof a new Section 2-3 as follows:

2-3 Board of Selectmen; Duties.

2-3.1 Membership. The Board of Selectmen shall consist of five (5) members who are elected by popular vote at an annual Town election in May for alternating terms. Each Selectman shall serve for a three (3) year term, with no more than two Selectmen's terms to run concurrently. Notwithstanding the provisions of the immediately preceding sentence, at the Annual Town Election in May of 2006, one additional member shall be elected for a two (2) year term and one additional member shall be elected to a three (3) year term. The terms of those members currently serving as Selectmen at the time of the adoption of this Bylaw shall be unchanged.

2-3.2 Duties.

a. Distribution of Warrant of Town Meeting to the Finance Committee. The Board of Selectmen shall immediately upon issuance, forward warrants of all Town Meetings to the Finance Committee.

b. Annual Code Supplementation. The Board of Selectmen shall on an annual basis, subject to appropriation

by Town Meeting, contract for a complete supplementation service for the insertion of General Bylaws, Zoning Bylaws, operating rules and regulations as enacted and/or adopted by the Town Meeting and/or any Town Board, Committee or Official in the Municipal Code Book.

c. Appointment of Town Administrator. Upon the passage of a Town Meeting, vote establishing the Office of Town Administrator and effective January 1, 2007, the Board of Selectmen shall, by majority vote, appoint a Town Administrator, who shall have the powers as set forth in Article X, Section 67-1. Said Administrator shall be a person especially fitted by education, training and experience to perform the duties of the office.

1. Three Year Contract. The Town Administrator shall be given a three (3) year contract which may be terminated by the Board of Selectmen sooner, for cause, only upon the vote of not less than four (4) members of the Board of Selectmen.

2. Upon the appointment of any Town Administrator, the position of Executive Secretary shall be abolished.

2-3.3 Salary. Each Selectman shall receive, subject to appropriation, an annual salary of \$900.00, pro-rated for any period of time less than one (1) year served due to resignation, special elections, or the like.

Elizabeth Cullinan, 25 Howlett Street, present member of the Board of Water Commissioners and Personnel Board, moved to amend the Finance Committee recommendation by adding the words “within a six month period” to item #C2 of 2-3.2 Duties. The amendment would have Section 2-3.2 sub item c. #2 read as follows: “2. Upon the appointment of the Town Administrator, the position of Executive Secretary shall be abolished within a six month period.” The motion was seconded. The vote on the amendment was taken, after some discussion. The amendment failed by a clear majority. The main motion was then considered. There was no discussion. The vote was taken. The Finance Committee recommendation, as presented, passed unanimously on a voice vote.

Article Fourth: Establishment of Position of Town Administrator; Powers and Duties

The Finance Committee recommended that the Town vote to adopt a new Chapter II, Article X, Section 67-1 Town Administrator; Powers and Duties of the Topsfield Town Code, effective January 1, 2007, as described below:

67-1 Town Administrator; Duties.

67-1.1 The Town Administrator appointed by the Board of Selectmen as set forth in Chapter II, Article III, Section 2-3.2 of The Topsfield Town Code shall have the following duties:

- a. Chief Administrative Officer. The Town Administrator shall serve as the Town's Chief Administrative Officer, shall act as the agent for the Board of Selectmen and shall be responsible to the Board of Selectmen for the proper operation of Town affairs for which said Administrator is given responsibility under this Bylaw. The Administrator shall supervise, direct and be responsible for the efficient administration of all departments and employees under the jurisdiction of the Board of Selectmen and all functions for which the Administrator is given responsibility, authority or control by The Town of Topsfield Code, town meeting vote, or by vote of the Board of Selectmen.

- b. Chief Procurement Officer. The Town Administrator shall act as Chief Procurement Officer pursuant to Section 24-2 (a) of The Town of Topsfield Procurement Bylaw.

- c. Appointments. The Town Administrator shall appoint, based upon merit and fitness, all department heads and officers, subordinates and employees under the jurisdiction of the Board of Selectmen, except employees of the school department, persons serving under officers, boards, or committees elected directly by the voters of the Town of Topsfield, or appointments otherwise reserved to the Board of Selectmen or other officials pursuant to The Town of Topsfield Town Code. Appointment of the Chief of Police and the Fire Chief shall be subject to confirmation by the Board of Selectmen. All other appointments of the Town Administrator shall be made in consultation with the appropriate department head, board, commission, or committee and shall be in compliance with the Personnel Bylaw and Personnel Rules and Regulations of the Town. Any person holding office or employment upon the effective date of the adoption of this Bylaw, shall continue to perform his or her duties under the provisions of the Personnel Bylaw and Personnel Rules and Regulations of the Town of Topsfield, unless such position is abolished by Town Meeting vote and nothing contained herein shall otherwise impair contractual rights established prior to the adoption of this Bylaw.

- d. Personnel Director. The Town Administrator shall be the Town's Personnel Director and shall administer the Town's Personnel Bylaw. In addition, the Town Administrator shall direct the Town's contract negotiations, subject to ratification by the Board of Selectmen;

e. Positions/Committees Abolished. Simultaneously with the establishment of the position of Town Administrator and the appointment of the same, the positions of Executive Secretary, the Personnel Board, and the Capital Program Committee shall be abolished. In addition, upon the appointment of a Town Administrator, the provisions of the Town Code (Article VII, 2-14), concerning the Capital Program Committee, shall be deleted.

Elizabeth Cullinan, moved to amend the Finance Committee recommendation as follows:

“Moved to amend Article Fourth, new Chapter II, Article X, Section 67-1.1a by inserting the words ‘as well as persons working with officers, boards, or committees elected directly by the voters of the Town of Topsfield’ after the words Board of Selectmen in the last sentence in Section 67 1.1a of the Finance Committee recommendation.” The motion was seconded. There was brief discussion during which the Assistant Moderator recognized the Town Clerk who deferred to Town Counsel. Town Counsel stated the motion was invalid, as the proposed Bylaw amendment was not permitted under state statute. Joel Uchenick, 217 Rowley Bridge Street, speaking as an individual, stated in addition to agreement with Town Counsel’s statement, the Town Management Committee, of which he was a member, had studied the issue in depth and did not support this concept for many reasons and further had informed the Board of Selectmen of this position. Discussion concluded. The vote was taken. The vote was unanimous in the negative. The motion as presented by Ms. Cullinan failed to pass. The Assistant Moderator then addressed the main motion. The vote on the main motion was taken, after limited discussion. The Finance Committee recommendation, as presented, passed on a ‘super’ majority voice vote.

Article Fifth: Establishment of Department of Public Works

The Finance Committee recommended that the Town vote to petition the General Court to enact special legislation as set forth below. The General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court. The Board of Selectmen is hereby authorized to approve amendments, which shall be within the scope of the general public objectives of this petition as described below:

AN ACT AUTHORIZING THE TOWN OF TOPSFIELD TO ESTABLISH A DEPARTMENT OF PUBLIC WORKS

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. There is hereby established in the Town of Topsfield a Department of Public Works, in this act called the Department, which shall be under the supervision and control of the Board of Selectmen, in this act called the Board. This act will become effective as of the Annual Town Election of 2008.

SECTION 2. The Board shall have all the powers and duties now or from time to time vested by general or special law or by Town Bylaw in the following boards, commissions, or officers: the Board of Water Commissioners, the Board of Park and Cemetery Commissioners and the Board of Road Commissioners. The Board of Water Commissioners, the Board of Park and Cemetery Commissioners and the Board of Road Commissioners shall be abolished as of the Annual Town Election of 2008. No existing contract or liability shall be affected by the abolition, but the Board shall in all respects be the lawful successor of the offices so abolished. Upon the expiring of the elected boards all statutory powers will revert to the Board of Selectmen. Nothing in this Act shall be deemed to abolish the Water Enterprise System.

SECTION 3. The Superintendent of each Department: Highway, Water and Parks and Cemetery shall report to the Town Administrator commencing on the date of the Annual Town Election of 2008. Until that time they will report to the elected Board of Road Commissioners, Board of Water Commissioners and the Board of Parks & Cemetery Commissioners.

SECTION 4. The Board shall have all the functions vested by general or special law or by Town Bylaw in the following departments or offices: Highway Department, Water Department, and Parks and Cemetery Department.

SECTION 5. The Board shall have additional powers related to the duties and responsibilities of public works as the Town may from time to time by Bylaw provide; any other provisions of law to the contrary notwithstanding.

SECTION 6. The Town Administrator shall, if desired, hire a Superintendent of Public Works, subject to appropriation and the provisions of the Town Bylaws and Personnel Bylaws. The Superintendent shall exercise and perform, under the supervision and direction of the Board, the powers, rights and duties that have been transferred to the Board hereunder as the Board may from time to time designate. The Superintendent shall be responsible for the efficient exercise and performance of the powers, rights and duties of the office, with other qualifications as set forth in the Town Bylaws. The Superintendent need not be a resident of the Town during tenure of office.

Subject to Town Personnel Bylaw and appropriation and unless objected to by the Board within 30 days of the date of appointment, suspension or removal, the Superintendent shall appoint and may suspend or remove such assistants, agents and employees as the exercise and performance of his powers, rights and duties, may require. The Superintendent shall keep records of the activities and operations of his office, and render to the Board as often as it may require, a report of all operations under his control during the period reported upon; and annually and from time to time as required by the Board, shall make a synopsis of the reports for publication. The Superintendent shall keep the Board advised as to the needs of the Town within the scope of his duties, and shall furnish to the Board each year, upon its request, a detailed estimate in writing of the appropriations required during the next succeeding fiscal year for the proper exercise and performance of all said powers, rights and duties.

SECTION 8. Each permanent employee of any board, department and office abolished by this act shall be transferred to and become an employee of the Department.

SECTION 9. All equipment owned by the Town of Topsfield and under the control of the offices, boards, or commissions abolished by this act shall be transferred to and be under the control and direction of the Department.

SECTION 10. This act shall be submitted to the voters of the Town of Topsfield for acceptance at the next Town election, in the form of the following question, which shall be placed on the official ballot to be used at said election:

“Shall an act passed by the General Court entitled ‘An Act, authorizing the Town of Topsfield to establish a Department of Public Works,’ be accepted?”

If a majority of votes cast in answer to this question is in the affirmative, this act shall take effect on the date of the Annual Town Election of 2008.

Discussion ensued. It was noted by members of the Town Management Committee during the discussion that Section 6 as presented in the warrant was not as provided by the committee to the Board of Selectmen. The Selectmen had made changes to their recommendation and those language changes by the board are what appear in the warrant and before the town meeting in the Finance Committee’s recommendation. William Stewart, 54 Washington Street, moved to amend Article Fifth, as presented, by deleting words “Park and Cemetery Commissioners” and “Park and Cemetery” as noted in the warrant article. The motion read “to delete from Section 2. the words “Board of Park and Cemetery Commissioners” in sentences one and two of said section; in Section 3 to delete the words ‘and Park and Cemetery’ in sentence one of said section and in sentence two of the same section the words ‘and the Board of Park and Cemetery Commissioners’; and in Section 4 to delete the words ‘and Park and Cemetery Department’.” The motion having been made was seconded. Discussion followed. The discussion concluded and the vote was taken. The motion to amend failed on a voice vote. The Assistant Moderator then addressed the main motion. The vote was taken after limited discussion. The Finance Committee recommendation passed on a “super” majority voice vote.

The Assistant Moderator stated he would entertain a motion to dissolve the Special Town Meeting of March 1, 2005. The motion was made, seconded and voted unanimously. There were one hundred and fifty-two (152) voters in attendance. The meeting dissolved at 8:38 p.m.

Attest:



Beverly Ann Guarino, CMC/MMCA/CMMC
Town Clerk

Minutes of the Annual/Special Town Meetings

**Woodbury Auditorium
Proctor School
May 3, 2005**

The several articles in the Warrant for the Meeting and the action of the Town thereto.

The Moderator called the Annual Town Meeting to order at 7:00 p.m., stating a quorum was present. He opened the meeting with the Pledge of Allegiance, read the Warrant and the Return of the Constable noting the meeting had been duly posted and advertised as required by law. He then made the following announcements.

“First, I want to thank our Town Clerk, Beverly Guarino, for supervising the preparations for this meeting with her usual efficiency and thoroughness. Our meeting is being taped by volunteers organized by our Community Public Access Cable TV Advisory Committee for future broadcast. I want to thank Bill Whiting in particular, for all of his volunteer time. Our Technology Committee’s efforts to preserve public access media in town have been relentless and very successful. This meeting is also being broadcast by WBMT through the courtesy of Glenn Walker and his Masconomet staff. We thank them as well. Finally, I wish to thank Ron Kuszmar, Ron Kuszmar, Jr., and Brian Kuszmar of North Shore Lights and Sound for the setup of the viewing screens and audio for the cafeteria and library, and for installing our clock and light system. Microphones have been provided in the auditorium and cafeteria for your convenience and I ask that you please use them when addressing the meeting. Anyone desirous of speaking should state his or her name and street address after being recognized by me. Tonight, I am continuing a time limit I instituted at last year’s annual town meeting of five minutes on all reports and three minutes on all other speakers. There will be no prohibition on speaking more than once on a single warrant article, but being succinct will help us to be able to get through the entire warrant as expeditiously as possible. In order to fairly enforce these time limits we have our clock above the stage, to which is attached a light warning system. When you have thirty seconds left, the green light will turn yellow. When your time is up, the red light will appear. Please promptly end your remarks when the red light appears. I believe this system worked well last year. It helps ensure that everyone who wants to speak will have an opportunity to do so and will also keep the meeting moving forward. All questions should be addressed to me, as chair of the meeting, and no

cross examination of any voter will be allowed. Neither will any character assassination. I expect that we can agree to disagree without being disagreeable.

By long standing tradition in the town, a recommendation of the Finance Committee amounts to a motion, made and seconded and before the town for debate. There was some confusion at the March 1, 2005 Special Town Meeting regarding the proper procedure concerning anyone’s desire to make an amendment to a warrant article. I’d like to clarify, that if the Finance Committee recommends positive action on a particular article, and a voter wishes to amend the article, an amendment is generally in order and will be considered prior to taking a final vote on the article.

If the Finance Committee, on the other hand, recommends “no action” on a particular article, and a voter desires positive action on the article or an amended article, the voter may and should, during discussion of the Finance Committee recommendation, state his or her intention to move for positive action on the article or an amended article if the Finance Committee’s “no action” is voted down, but the vote will be taken first in this eventuality on the Finance Committee’s recommendation before a motion for positive action and/or amendment is in order. So, to sum up, if the Finance Committee recommends positive action, an amendment is immediately in order, if the Finance Committee’s recommends no action, a motion to amend is not in order until after the Finance Committee’s recommendation is voted down. But again, during debate, if you intend to make a motion in the event a Finance Committee recommendation is voted down, state your intention to do so during the debate.

If a voter desires to move an amendment to a Finance Committee recommendation or to any other motion, please deliver to me the proposed motion to amend in writing, after stating the motion. We have printed forms for a motion to amend and I will be happy to help anyone who needs assistance.

Since the Finance Committee recommendation is the motion on which the vote is taken, I will entertain a motion to allow your Moderator to waive the reading of each and every article in its entirety, substituting instead a brief synopsis, thus aiding an orderly progression of the meeting.”

The motion to waive the reading of each and every article in its entirety, and substituting instead a brief synopsis was

then duly made and seconded. There being no discussion, the vote was taken. The vote passed unanimously.

The Moderator introduced the Town Clerk, Board of Selectmen, Finance Committee, Town Accountant, Town Treasurer/Collector, Town Counsel, Town Constable, Town Meeting Tellers, and Planning Board.

Due to the potential necessity to use the cafeteria for overflow seating, the Moderator entertained a motion to appoint John Kinhan of 55 Colrain Road as Assistant Town Moderator for this evening's session. The motion was made, seconded and voted. John Kinhan was sworn in as the Assistant Town Moderator. The Moderator concluded his remarks.

Mr. Rogal, Chairman of the Board of Selectmen, followed with the 2005 Appreciation Awards.

- Peter Giabbai – *Member and Chairman Board of Health 2000-2004*
- Robert Winship – *Member and Chairman Finance Committee 1993-2005*
- Shirley Connelly – *Board of Directors Council on Aging 2000-2004*
- Kathryn S. Hartmann – *Member and Chairman Masconomet Regional School Committee 1999-2005*
- Thomas E. Curran – *Member and Chairman Memorial Day Committee 1986-2005*

Article First: Reports

James Rogal, Chairman Board of Selectmen commented on the accomplishments of the board over the past year, and asked the Town Meeting to support the Proposition 2 ½ overrides, related warrant articles and all the submitted Bylaw amendments. He noted in particular his support of the 120 High Street proposed development.

Robert Winship, Chairman of the Finance Committee's presentation focused on the fiscal state of the Town, the impact of the proposed warrant articles before the Town for debate and action, and the fiscal future for the Town.

Article Second: Reserve Fund

The Finance Committee recommended and the Town voted unanimously to appropriate the sum of \$150,000 for the Reserve Fund; and to meet said appropriation that the Town

raise and assess the sum of \$130,000 and transfer the sum of \$20,000 from the Overlay Surplus Reserve.

Article Third: General Operating Budget

The Finance Committee recommended and the Town voted in the majority to raise, assess, and appropriate the sum of \$12,863,132 for schools, highways, and other Town expenses, and fix the annual salary and compensation of all elected officers from July 1st and determine the manner of expending the same.

Refer to Appendix A of these minutes, for the detailed Fiscal Year 2006 General Operating Budget.

Article Fourth: Personnel Bylaw

The Finance Committee recommended and the Town voted in the majority to amend the Town Code, Chapter XLI, Personnel Bylaw as follows:

May 3, 2005 ATM Personnel Bylaw Amendments

(Italics in bold denotes effective changes; Strikeout denotes deletions)

Amend Article III, Section 1.0 Membership by adding:

There shall be a Personnel Board, hereinafter called "the Board", consisting of three (3) members who shall be appointed by the Board of Selectmen. ***Each year the Selectmen will appoint, with the recommendation of the Personnel Board, one active full-time employee as an advisor for non-union employees. This will be an advisory role without voting authority.***

Amend Article III, by adding new Section 4.2a Individual Employment Contracts:

The Articles of the Personnel Bylaw will be applicable to all individual employment contracts initiated by any Town Government authority. Any provision of an individual employment contract that exceeds the provisions of any Article of the Topsfield Personnel Bylaw will require the approval of the Personnel Board, Finance Committee and Board of Selectmen. The approval of each individual board

will require a majority vote of each board. The intent of this provision is to protect the integrity of the Job Evaluation Process and related Compensation and Benefit Plans set for in the bylaw.

Amend Article V, Section 3.0c Authorized Leaves of Absence by changing:

Full-time and part-time employees may be credited up to a maximum of ~~one hundred and eighty (180) days~~ **two hundred and twenty (220) days** of unused sick leave. However, part-time employees will be prorated based on hours worked, provided unused sick leave has been accumulated in continuous employment.

Amend Article III, Section 3.4 Bereavement Leave by adding:

Full-time and part-time employees shall be given up to three days leave with pay, however, part-time employees bereavement leave will be based on pro rated hours worked, for the purpose of making arrangement and attending the funeral of members of their immediate family which is defined as follows: mother-in-law, father-in-law, sister, brother, spouse, child, foster child, parents and grandparents of the employee, or relative living in an employee's household. ***An employee shall be granted one day leave with pay to attend the funeral of any other relation by blood or marriage.*** Payments under this provision will be made for absences from work only during the period between the date of death and the day after the funeral of the deceased relative.

Amend Article V, Section 4.1a Vacation Time Accrual Rate

By deleting the following language:

Full-time and part-time employees shall receive two (2) weeks of paid vacation time after completing one year of continuous employment by the Town. They shall next be eligible for three weeks of vacation time upon completing five (5) years of continuous service to the Town. Thereafter, they shall accumulate one (1) additional vacation day every two (2) years of service. Thenceforth, they accumulate vacation time at the rate of one (1) day per year of employment to a maximum of five (5) of vacation.

And replacing with the language described below:

Full-time employees shall receive one (1) week of paid vacation time after completing six months of continuous employment with the Town, and an additional one (1) week after completing one year of continuous employment with the Town. Part-time employees shall receive two (2) weeks of paid vacation time after completing one year of continuous employment with the Town. Full-time and part-time employees shall next be eligible for three weeks of vacation time upon completing five (5) years of continuous service with the Town. Thereafter, they shall accumulate one (1) additional vacation day every two (2) years of service until they are eligible for four weeks of vacation after completing 15 years of continuous service. Thenceforth, they accumulate vacation time at the rate of one (1) day per year of employment to a maximum of five (5) weeks of vacation after completing 20 years of continuous service with the Town.

Amend Article VI, by adding a new Section 4.0 Longevity Bonus:

Contingent upon a longevity bonus being paid to other represented town employees, non-union employees with continuous service with the Town will receive a yearly longevity bonus per the following schedule:

After 10 years of continuous service (payable 11-15 years): \$650

After 15 years of continuous service (payable 16-20 years): \$750

After 20 years of continuous service (payable 21 years and over): \$1,000

The longevity bonus for those employees that work 20 or more hours per week will be calculated as a percentage of the above amounts equal to the percentage of the work week actually worked.

Call fire fighters because of the fact that they are on call 24/7 will be eligible for the longevity bonus set forth above prorated as if they worked a 20 hour work week.

If a Town employee holds multiple positions in the Town that qualifies for the longevity bonus that employee will only qualify for one longevity bonus, not multiple bonuses.

Amend Article X, "Classification and Compensation Plan, Sections 1.0, 3.0, 3.1 as follows:

Section 1.0 replace with the following language at the end of the section:

Effective July 1, 2005, a percentage increase of 1.5% will be applied to all steps of the compensation plan grid, and effective December 29, 2005, a percentage increase of 1.5% will also be applied to all steps of the compensation plan grid. For those individuals not at step nine, step increases will be implemented.

Section 3.0 and 3.1, Classification of Town Positions amend sections accordingly:

By deleting Highway Administrative H-5 and Water Administrative Assistant H-6 and replacing with Highway/Water

Administrative Assistant H-6, and by deleting Systems Administrator from the Fee for Services Titles.

Refer to the new schedules for the "Salary & Wage Pay Level Grid" for the above effective changes. Refer to Attachment B of these minutes for the "Salary & Wage Pay Level Grid".

Article Fifth: Water Department Operating Budget

The Finance Committee recommended and the Town voted in the majority to appropriate \$692,074 as detailed herein, to operate the Water Department from July 1, 2005, through June 30, 2006, of which \$603,740 to come from Water Revenue and \$88,334 of indirect costs appropriated in the General Fund under Article Third above to be funded from Water Revenue.

WATER DEPARTMENT OPERATING BUDGET

Appropriated 2004-2005		Appropriated 2005-2006
56,190.00	Salary	57,460.00
135,073.00	Wages	136,960.00
193,398.00	Other	198,238.00
5,500.00	Long-Term Debt Principal	5,500.00
5,802.00	Long-Term Debt Interest	5,582.00
121,882.00	Water Reserve Fund	125,000.00
75,000.00	Unanticipated Emergency	75,000.00
592,845.00	SUB-TOTAL	603,740.00
73,551.00	Indirect Costs	88,334.00
666,396.00	TOTAL: Water Department	692,074.00

The Moderator stated “we are close to the hour of eight o’clock; therefore, I will entertain a motion to adjourn the Annual Town Meeting until such time as the business of the Special Town Meeting has been concluded and the Special Town Meeting is dissolved.” The motion was made and seconded.

The Moderator called the Special Town Meeting to order at 8:01 p.m. and read the warrant. He, further noted, that the operating procedures for the Special Town Meeting were the same as that of the Annual Town Meeting. He then moved to Article First of the May 3, 2005 Special Town Meeting.

Article First: Reports

There being no reports, the Moderator moved to Article Second.

Article Second: Prior Year Bills

The Finance Committee recommended and the Town voted unanimously to transfer from available funds and appropriate the sum of \$159.92 from the Town Clerk Other Account for office supplies to pay outstanding bills contracted prior to July 1, 2004.

Article Third: Transfer of Funds

The Finance Committee recommended and the Town voted unanimously to transfer from the unexpended balance of certain accounts, and/or from available funds, and appropriate said funds to certain other accounts to pay certain expenses for the 2005 fiscal year as follows:

- \$18,262 from the Solid Waste Enterprise Fund to the Finance Reserve Account
- \$12 from the MSW Collection, HHW & Recycling Services Miscellaneous Account to the Selectmen Wage Account
- \$1,500 from the MSW Collection, HHW & Recycling Services Miscellaneous Account to the Veteran’s Benefits Other Account
- \$750 from the MSW Collection, HHW & Recycling Services Miscellaneous Account to the Street Light Services Account

- \$6,500 from the Town Health Insurance Account to the Fire Other Miscellaneous Account
- \$4,100 from the Town Health Insurance Account to the Town Accountant Salary Account
- \$10,000 from the Town Liability Insurance Account to the Selectmen Special Legal Account
- \$4,800 from the Town Health Insurance Account to the Library Part-time Wage Account
- \$12,000 from the Finance Reserve Fund to the Highway Other Gas & Diesel Account
- \$10,000 from the Finance Reserve Fund to the Selectmen Special Legal Account

Article Fourth: Massachusetts Highway Agreement

The Finance Committee recommended and the Town voted unanimously to transfer from funds made available by the Commonwealth of Massachusetts Agreement #4501 35600 dated October 7, 2004 between the Town of Topsfield and the Commonwealth of Massachusetts, Massachusetts Highway Department, and appropriate the sum of \$138,574 to be used for highway improvements as provided under Chapter 90, Massachusetts General Laws.

Article Fifth: Town Hall Computer System Upgrade

The Finance Committee recommended and the Town voted unanimously to transfer from Free Cash, and appropriate the sum of \$12,600 to be expended by the Board of Selectmen with the advice of the Computer Technology Committee for the installation of a new server for the MUNIS financial programs, related network improvements, and associated training of personnel.

Article Sixth: Contract for Triennial Re-Certification Update

The Finance Committee recommended and the Town voted unanimously to appropriate the sum of \$21,000 to be expended by the Board of Selectmen, with the advice of the Board of Assessors to contract for the state required re-certification update of real property values for commercial

and industrial real estate; and to meet said appropriation to transfer the sum of \$15,900 from Free Cash and the sum of \$5,100 from Article Fifteen of the 1999 Annual Town Meeting.

The Moderator stated the business of the Special Town Meeting was concluded. He would entertain a motion to dissolve the Special Town Meeting of May 3, 2005. The motion was made, seconded and voted unanimously. The Special Town Meeting dissolved at 8:06 p.m. The Annual Town Meeting resumed with Article Sixth.

Article Sixth: Masconomet Regional School District Assessment

The Finance Committee recommended and the Town voted unanimously to appropriate the sum of \$4,809,032 to fund the Town's share of the Fiscal Year 2006 Masconomet Regional School District Assessment of which the sum of \$4,332,816 supports the Maintenance & Operating Budget, and the sum of \$476,216 supports the Masconomet Building Debt Service; and to meet said appropriation raise and assess the sum of \$4,494,108 and transfer the sum of \$314,924 from Fiscal 2005 Funds Reserved for Appropriation.

Article Seventh: Establishment of Masconomet Stabilization Fund

The Finance Committee recommended and the Town voted 198 yes to 62 No, to approve the establishment of a stabilization fund by the Masconomet Regional School District, beginning July 1, 2005, under the provisions of M.G.L. Chapter 71, Section 16G ½. The Finance Committee recommendation passed.

Article Eighth: Tri-Town Council Adjustment Counselor

The Finance Committee recommended that no action be taken, and the Town so voted, after limited discussion.

Article Ninth: North Shore Vocational School District Assessment

The Finance Committee recommended and the Town voted in the majority, to approve the 2006 Fiscal Year Gross Oper-

ating Budget of the North Shore Regional Vocational School District in the amount of \$8,215,784 and raise, assess, and appropriate the sum of \$46,517 for the Town's share of the assessment of same.

Article Tenth: Lease of Emerson Field

The Finance Committee recommended and the Town voted unanimously, to authorize the Board of Selectmen (under such terms as they deem advisable), to enter into a lease with the Congregational Church of Topsfield for certain property in Topsfield commonly known as Emerson Field, and raise, assess and appropriate the sum of \$750 for said lease.

Article Eleventh: Grant Authorization for Town Projects

The Finance Committee recommended and the Town voted unanimously to authorize the Board of Selectmen to apply for, accept, and expend without further appropriation any private, state, or federal grants or loans for Town projects.

Article Twelfth: Massachusetts Highway Department Contract

The Finance Committee recommended and the Town voted unanimously to authorize the Board of Selectmen to enter into a contract with the Massachusetts Highway Department for the ensuing year.

Article Thirteenth: Standalone Senior Center (Petition)

The Finance Committee recommended that no action be taken. The Town voted in favor of the recommendation 227 Yes to 172 No, after lengthy discussion. The Finance Committee recommendation of no action passed.

Article Fourteenth: Park Revolving Fund

The Finance Committee recommended and the Town voted unanimously to establish the Park Revolving Fund for the Park & Cemetery Department pursuant to Massachusetts General Law Chapter 44, § 53E1/2: (1) to pay for part-time wages, equipment, supplies and other operating expenses; (2) receipts of the Park & Cemetery Department's recreation programs shall be deposited in said fund unless otherwise provided for by law; (3) said funds may be expended by

majority vote of the Park & Cemetery Commissioners; (4) expenditures to be limited to \$25,000 in the ensuing year.

Article Fifteenth: Cemetery Revolving Fund

The Finance Committee recommended and the Town voted unanimously to establish the Cemetery Revolving Fund for the Park & Cemetery Department pursuant to Massachusetts General Law Chapter 44, § 53E1/2: (1) to pay for part-time wages, equipment, supplies and other operating expenses; (2) cemetery related receipts of the Park & Cemetery Department shall be deposited in said fund unless otherwise provided for by law; (3) said funds may be expended by majority vote of the Park & Cemetery Commissioners; (4) expenditures to be limited to \$25,000 in the ensuing year.

Article Sixteenth: Conservation Commission Revolving Fund

The Finance Committee recommended and the Town voted unanimously to establish the Conservation Revolving Fund for the Conservation Commission pursuant to Massachusetts General Law Chapter 44, § 53E1/2: (1) to be expended for any purpose authorized by Massachusetts General Law Chapter 40, § 8C; (2) receipts of the Conservation Commission of fees paid under the Topsfield Wetlands General Bylaw and Regulations will be deposited in said fund unless otherwise provided for by law; (3) said funds may be expended by majority vote of the Conservation Commissioners; (4) expenditures to be limited to \$30,000 in the ensuing year.

Article Seventeenth: Fiscal 2006 Additional Real Estate Exemption for Those Qualified Under Section 5 of M.G.L. Chapter 59

The Finance Committee recommended and the Town voted unanimously under the provisions of Section 4 of Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988 an exemption increase of one hundred per cent (100%) for fiscal 2006 for all taxpayers qualifying for a personal exemption.

Article Eighteenth: Annual Engineering & Landfill Monitoring

The Finance Committee recommended and the Town voted unanimously to transfer and appropriate the sum of \$54,450

from the Solid Waste Fund to be expended by the Board of Selectmen to fund the fiscal 2006 annual professional engineering and monitoring services related to the capping and closure of the Town's sanitary landfill.

Article Nineteenth: Acceptance of Quarterly Tax Billing

The Finance Committee recommended and the Town voted in the majority to accept Massachusetts General Law Chapter 59, section 57C; and implement the quarterly tax billing payment system effective July 1, 2006 for fiscal year 2007.

Article Twentieth: Town Hall Renovations and Expansion Design

The Finance Committee recommended that no action be taken. Considerable discussion ensued during which Ben Nutter, Chairman of the Town Hall Building Committee, made a detailed presentation regarding the town hall renovations and expansion design. He noted, he would move for positive action on the article, if the Finance Committee's recommendation of no action was voted down. Upon conclusion of the discussion, a vote was taken on the Finance Committee's recommendation of no action. The recommendation of no action failed. Discussion continued until John Borden, 52 Wenham Road, moved the question. The motion was seconded, immediately. The vote on the motion was taken. The Moderator declared a two-thirds majority voice vote. The motion to move the question passed. Ben Nutter, 43 Canterbury Hill Road, Chairman of the Town Hall Building Committee, then moved that "the Town vote to appropriate the sum of \$210,000 to be expended by the Board of Selectmen, with the advice of the Town Hall Building Committee, to fund the final design for the renovations and expansion of the Town Hall; and to meet said appropriation transfer the sum of \$50,000 from Article Eight of the 2002 Special Town Meeting and raise and assess the sum of \$160,000; provided, however, that the appropriation in the amount of \$160,000 authorized hereunder shall be contingent upon approval by the voters of a Proposition 2 ½ capital outlay expenditure exclusion question pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 21C (I ½)." The motion was duly seconded. The vote on the motion was then taken. The motion to fund the town hall renovations and expansion passed on a majority voice vote.

Article Twenty-First: Exterior Repairs and Painting of Town Library

The Finance Committee recommended and the Town voted unanimously to transfer from Free Cash, and appropriate the sum of \$25,500 to be expended by the Board of Selectmen with the advice of the Library Trustees for the repairs and painting of the exterior wooden eaves and decorative columns on the original 1930's structure and painting of all exterior trim of the Town Library.

Article Twenty-Second: Replacement of Proctor School Gym Floor

The Finance Committee recommended and the Town voted in the majority to raise, assess and appropriate the sum of \$53,247 to be expended by the Board of Selectmen, with the advice of the School Committee, for the replacement and installation of a new gym floor at the Proctor School.

Article Twenty-Third: Purchase of Highway Multi-purpose Tractor by a Lease Agreement

The Finance Committee recommended and the Town voted in the majority to authorize the Board of Selectmen, with the advice of the Board of Road Commissioners, to enter into a three year lease-to-purchase agreement for the procurement and equipping of a multi-purpose tractor, and trade in the 1992 Holder tractor; and to meet said appropriation raise and assess the sum of \$33,754; provided, however, that any appropriation authorized hereunder shall be contingent upon approval by the voters of a Proposition 2 ½ capital outlay expenditure exclusion question pursuant to the provisions of Massachusetts General Laws Chapter 59, § 21 C (i ½).

Article Twenty-Fourth: Engineering Services for the Reconstruction Design of Town Bridges

The Finance Committee recommended and the Town voted unanimously to raise, assess and appropriate the sum of \$50,000 to be expended by the Board of Selectmen with the advice of the Board of Road Commissioners for professional engineering services for the reconstruction design of the Asbury Street Bridge and the Rowley Bridge Street Bridge over the Ipswich River; provided, however, that any appropriation authorized hereunder shall be contingent upon approval by the voters of a Proposition 2 ½ capital outlay expenditure exclusion question pursuant to the provisions of Massachusetts General Laws Chapter 59, § 21 C (i ½).

Article Twenty-Fifth: Purchase of Park & Cemetery One Ton Four Wheel Drive Dump Truck

The Finance Committee recommended and the Town voted in the majority, to appropriate the sum of \$37,500 to be expended by the Board of Selectmen with the advice of the Board of Park & Cemetery Commissioners to purchase and equip a one ton four wheel drive dump truck with plow and rack bed; and to meet said appropriation transfer the sum of \$15,000 from the Cemetery Perpetual Care Fund and raise and assess the sum of \$22,500; provided, however, that the appropriation in the amount of \$22,500 authorized hereunder shall be contingent upon approval by the voters of a Proposition 2 ½ capital outlay expenditure exclusion question pursuant to the provisions of Massachusetts General Laws Chapter 59, § 21 C (i ½).

The Moderator stated he would entertain a motion to adjourn the Annual Town Meeting, due to the lateness of the hour, to 7:00 p.m. Wednesday, May 4, 2005. at the Proctor School, Woodbury Auditorium. The motion was made, seconded and voted unanimously. The meeting adjourned at 11:01 p.m. There were 403 registered voters in attendance.

Continuation of the May 3rd, 2005 Annual Town Meeting

The Moderator opened the continuation of the Annual Town Meeting of May 3, 2005 at the Proctor School, Woodbury Auditorium at 7:06 p.m. May 4, 2005 with the Pledge of Allegiance. He followed with a few preliminary remarks and closed by introducing Town Counsel John Goldrosen. He then addressed Article Twenty-Sixth.

Article Twenty-sixth: Purchase of Police Cruiser

The Finance Committee recommended and the Town voted unanimously to raise, assess and appropriate the sum of \$31,500 to be expended by the Board of Selectmen, with the advice of the Police Chief, to purchase and equip a vehicle to be used as a police cruiser, and trade in the existing 1997 Ford Crown Victoria; provided, however, that any appropriation authorized hereunder shall be contingent upon approval by the voters of a Proposition 2 ½ capital outlay expenditure exclusion question pursuant to the provisions of Massachusetts General Laws Chapter 59, § 21 C (i ½).

Article Twenty-Seventh: Refurbish Fire Engine No. 3

The Finance Committee recommended and the Town voted unanimously to raise, assess and appropriate the sum of \$50,000 to be expended by the Board of Selectmen with the advice of the Fire Chief to refurbish the 1994 Duplex Lucerne Fire Apparatus, known as Engine 3; provided, however, that any appropriation authorized hereunder shall be contingent upon approval by the voters of a Proposition 2 ½ capital outlay expenditure exclusion question pursuant to the provisions of Massachusetts General Laws Chapter 59, § 21 C (i ½).

Article Twenty-Eight: Additional Funding for the 24/7 Operational Staff Expansion of the Fire Department

The Finance Committee recommended that no action be taken. The prolonged discussion ended when Joseph Iarocci, 381 Boston Street moved the question. The motion was seconded. The vote was taken. The Moderator declared a two-thirds majority voice vote. The motion to move the question passed. The vote was then taken on the Finance Committee recommendation of no action. The recommendation of no action passed on a majority voice vote.

Article Twenty-ninth: Purchase of Two Ambulances

The Finance Committee recommended that no action be taken, and the Town so voted by a clear majority after abbreviated discussion.

Article Thirtieth: Washington, Gail and Grove Streets Water Main Project

The Finance Committee recommended and the Town voted unanimously to appropriate the sum of \$550,000 for the reconstruction of the water main along Washington, Gail and Grove Streets and other project related expenses for the Washington, Gail and Grove Streets Water Main Project; and to meet said appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow the sum of \$550,000 under M.G.L. c. 44, § 8; and the Board of Selectmen with the advice of the Board of Water Commissioners is authorized to take any other action necessary to carry out this project.

Article Thirty-First: Replacement of Cab & Chassis on 1995 Water Utility Truck

The Finance Committee recommended and the Town voted unanimously to transfer and appropriate the sum of \$34,500 from the Water Enterprise Reserve Fund to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners, for the replacement of the cab & chassis on the 1995 Ford F-361 water utility truck.

Article Thirty-Second: Water Meter Replacement Project

The Finance Committee recommended and the Town voted unanimously to transfer and appropriate the sum of \$150,000 from the Water Enterprise Reserve Fund to be expended by the Board of Selectmen, with the advice of the Board of Water Commissioners for the replacement of water meters.

Article Thirty-Third: Amendments to the Wetlands General Bylaw, Sections 62-2 and 62-3.

The Finance Committee recommended and the Town voted to amend the Town Code, Chapter 62, the Wetlands General Bylaw, Sections 62-2 and 62-3 to read as described below.

To see if the Town will vote to amend the Town Code, Chapter 62, the Wetlands General Bylaw, Sections 62-2 and 62-3 to read as described below: (bold denotes changes and additions)

“62-2 JURISDICTION.

Except as permitted by the Conservation Commission or as provided in this Bylaw, no person shall remove soil or vegetation from, fill, dredge, build upon, discharge into, or alter the following Resource Areas:

- a. Freshwater wetlands;
- b. Bodies of water;
- c. Land under water;
- d. Banks;
- e. Vernal Pools;**
- f. Land within one hundred (100) feet of Freshwater Wetlands, Bodies of Water, Land Under Water, Banks, **or Vernal Pools;**
- g. Riverfront Area;
- h. Land subject to flooding;

i. Isolated Wetlands 5,000 square feet or less in size that are within the 100-foot Resource Area of a wetland, stream, or within Riverfront Area.

62-3 DEFINITIONS.

By adding after Body of Water, page 2, two new Definitions:

Stream shall mean a body of running water, including rivers, brooks, creeks and seasonal watercourses, that moves in a channel or swale, with or without banks, over the ground due to a hydraulic gradient. A portion of a stream may flow through a culvert or subsurface drain or under a bridge. A stream may be natural or man-made, continuous or intermittent.

A perennial stream is one that normally flows year-round. There are various reasons for a perennial stream to have low flow, such as during times of drought, due to water withdrawals, as the result of beaver activity, and as the result of human activities such as dam construction or water diversion. Perennial streams in Topsfield include, but shall not be limited to, the following:

- **Ipswich River – Boxford town line to the Ipswich town line**
- **School Brook - Howlett Street to the Ipswich River**
- **Cleveland Brook – Gail Street to School Brook**
- **Pye Brook – Boxford town line and Hood's Pond to Howlett Brook**
- **Howlett Brook – Pye Brook to the Ipswich River**
- **Mile Brook – Pye Brook to the Ipswich River**
- **Fish Brook – Boxford town line to the Ipswich River**
- **Nichols Brook – Danvers town line to the Ipswich River**
- **Cow Pen Brook – Wetland behind Perkins Row to Mile Brook**
- **Slough Brook – Washington Street to the Ipswich River**
- **Hobbs Brook – Ipswich town line near East Street to Howlett Brook**
- **Unnamed Stream – behind 10 Surrey Lane to Fish Brook**
- **Wheel Brook – Salem Beverly Water Supply Board pond at Route 1 to the Danvers town line,”.**

Article Thirty-Fourth: Adopt Event License Bylaw

The Finance Committee recommended no action and the Town so voted. It should be noted here that the Board of Selectmen requested the Finance Committee's recommendation of no action.

Article Thirty-Fifth: Grant Bare Hill Road Driveway Easement

The Finance Committee recommended and the Town voted unanimously to transfer the care, custody, management and control of a portion of the land owned by the Town located at 8 Haverhill Road and described in a deed recorded with the Essex South District registry of Deeds at Book 1105, Page 85, upon which the existing driveway is located, said driveway being approximately 30 feet wide described and bounded in accordance with the plan entitled “Plan of Land In Topsfield, Mass. Prepared for Christopher J. Piazza & Lisa A. Piazza, Showing An Access & Utility Easement Over The Land Of The Town Of Topsfield To The Land Of Pi-azza”, dated April 22, 2005, prepared by The Neve-Morin Group, Inc., scale 1” = 40’, ” currently held by the Board of Park & Cemetery Commissioners for cemetery purposes to the Board of Park & Cemetery Commissioners for cemetery purposes and the purpose of granting a nonexclusive, perpetual driveway easement for the benefit of the property located at 26 Bare Hill Road (Essex South Registry of Deeds Book 23768, Page 596), and to authorize the Board of Park & Cemetery Commissioners to grant said easement upon such terms and conditions as it shall determine appropriate, and contingent on there being no future wetland crossing on the property.

Article Thirty-Sixth: Agricultural Commission Bylaw

The Finance Committee recommended and the Town voted unanimously to amend the Town Code, Chapter II, Administration, Article VII, by adding 2-21, referred to as the Agricultural Commission Bylaw as described below.

2-21.1 Purpose: The mission of the Agricultural Commission, hereinafter “the Commission”, is to preserve, revitalize and sustain the Topsfield agricultural industry and to promote agricultural-based economic opportunities. The Commission once appointed shall develop a work plan to guide its activities. Such activities include, but are not limited, to the following: shall serve as facilitators for encouraging the pursuit of agriculture in Topsfield; shall promote agricultural-based economic opportunities in Town; shall act as advocates and educators on farming issues; shall work for preservation of prime agricultural lands; and shall pursue all initiatives appropriate to creating a sustainable agricultural community.

2-21.2 Membership: The Commission shall consist of five members, at least four of whom shall be Topsfield residents, appointed by the Board of Selectmen. The Commission shall consist of a minimum of two members whose primary or secondary source of income is derived from farming of agricultural-based enterprises in Topsfield and another three who are interested in farming. The Board of Selectmen shall appoint two alternates who may be full or part-time farmers or interested in farming. The members shall serve overlapping terms of three years. For the first Agricultural Commission, the Selectmen shall appoint two members for a term of three years, two members for a term of two years and one member for a term of one year. Thereafter, appointments shall be for three year terms. The Board of Selectmen shall fill a vacancy based on the un-expired term of the vacancy in order to maintain the cycle of appointments. The Board of Selectmen shall appoint the alternates for three year terms. The Commission may recommend appointees to fill vacancies.

Article Thirty-Seventh: Adopt Right to Farm Bylaw

The Finance Committee recommended and the Town voted unanimously to amend the Town Code, the Topsfield General Bylaws by adding Chapter XLVIII, the Right to Farm Bylaw as described below:

48-1 Purpose and Intent: The Town of Topsfield recognizes and endorses the right to farm accorded to all citizens of the Commonwealth under Article 97, of the Constitution, and all state statutes and regulations hereunder including but not limited to Massachusetts General Laws Chapter 40A, Section 3, Paragraph 1; Chapter 90, Section 9; Chapter 111, Section 125A and Chapter 128 Section 1A. Topsfield has a rich agricultural heritage continued by the current operation of farms that contribute to the character and economy of the Town. This Bylaw encourages the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmlands within the Town of Topsfield by allowing agricultural uses and related activities to function with minimal conflict with abutters and Town agencies. This Bylaw shall apply to all jurisdictional areas within the Town.

The benefits and protections of this Bylaw are intended to apply exclusively to those commercial, agricultural and farming operations and activities conducted in accordance with generally accepted agricultural practices. Said benefits and protections do not extend to the non-commercial, per-

sonal and/or occasional accessory keeping of farm animals or agricultural activities.

48-2 Definitions: The word “farm” shall include any parcel or contiguous parcels of land, or water bodies used for the primary purpose of commercial agriculture, or accessory thereto. The words “farming” or “agriculture” or their derivatives shall include, but not be limited to the following:

- a. farming in all its branches and the cultivation and tillage of the soil;
- b. dairying;
- c. production, cultivation, growing, and harvesting of any agricultural, aqua cultural, floricultural, viticulture, or horticultural commodities;
- d. growing and harvesting of forest products upon forest land, and any other forestry or lumbering operations;
- e. raising of livestock including horses;
- f. keeping of horses as a commercial enterprise; and keeping and raising of poultry, swine, cattle, ratites (such as emus, ostriches and rheas) and camel ids (such as llamas and camels), and other domesticated animals for food and other agricultural purposes, including bees and fur-bearing animals.

“Farming” shall encompass activities including, but not limited to, the following:

- a. operation and transportation of slow-moving farm equipment over roads within the Town;
- b. control of pests, including, but not limited to, insects, weeds, predators and disease organism of plants and animals;
- c. application of manure, fertilizers and pesticides;
- d. conducting agriculture-related educational and farm-based recreational activities, including agric-tourism, provided that the activities are related to marketing the agricultural output or services of the farm;
- e. processing and packaging of the agricultural output of the farm and the operation of a farmer’s market or farm stand including signage thereto;
- f. maintenance, repair, or storage of seasonal equipment, or apparatus owned or leased by the farm owner or manager used expressly for the purpose of propagation, processing, management, or sale of the agricultural products; and
- g. on-farm relocation of earth and the clearing of ground for farming operations.

48-3 Right To Farm Declaration: The Right to Farm is hereby recognized to exist within the Town of Topsfield. The above-described agricultural activities may include the attendant incidental noise, odors, dust, and fumes associated with normally accepted agricultural practices.

48-4 Protections: The foregoing agricultural activities must conform with applicable federal and state laws and local Bylaws, rules and regulations which regulate the lawful conduct of agricultural activities and specify the rights and obligations of the agricultural community, the Town, abutters, and the citizens of Topsfield. All applicable zoning, conservation, health, and animal inspection Bylaws and rules and regulations take precedence over this Bylaw.

The provisions of this Bylaw shall not apply whenever an impact results from negligence or willful or reckless misconduct in the operation of any such agricultural or farming operation, place, establishment or facility, or any of its appurtenances.”

Article Thirty-Eight: Amend Zoning Bylaw, Article III, Section 3.15 Accessory Uses

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article III, Use Regulations by deleting Section 3.15 Additional Accessory Uses in its entirety and inserting in place thereof a new Section 3.15 Accessory Uses (**in bold**) as follows:

By deleting “3.15 Additional Accessory Uses.

In addition to the uses permitted in Table of Use Regulations

ii the following accessory uses shall be permitted in the Central Residential District, Business District Village, Business District Highway and Inner Residential and Agricultural District:

A. Storage of one unregistered motor vehicle in the open.

B. Storage of trailer, boat or motorized home in the open.
(Art. 23, 5-5-1981; Art. 14, 5-7-1985)

And substitute the following:

3.15 Accessory Uses.

A. Any use which is accessory to a principal use allowed by right shall be allowed only in connection with such allowed principal use on the same lot. Any use which is accessory to a principal use allowed by special permit, and which is not specifically included in the original special permit, shall be allowed only after issuance of a new special permit. Cessation of a principal use shall require cessation of any accessory use which is not otherwise allowed as a principal use. The Building Inspector shall be responsible for determining what uses are principal and what uses are accessory.

B. The following shall be limitations on certain specific accessory uses:

1. The keeping of farm and exotic animals in any building for non-commercial use is permitted as an accessory use in any district in accordance with the following conditions:

a. The location of any structure for the keeping of animals shall be not less than fifty (50) feet from any street lot line, and not less than thirty (30) feet from any other lot line.

b. There must be adequate fencing to contain all farm animals at least twenty (20) feet from all property boundaries at all times, except when animals are being directly supervised by and under control of a person.”

Joel Larson, 2 Walker Road, Topsfield Animal Inspector moved to amend Section 3.15 B 1. by deleting the words ...in accordance with the following conditions and delete thereafter Part ‘a’ and part ‘b’. The motion to amend was seconded. Discussion followed. John Kinhan of 55 Colrain Road moved the amendment. The amendment passed. A vote was then taken of the Finance Committee recommendation, as amended. The motion failed. The article was defeated.

Article Thirty-Ninth: Amend Topsfield Zoning Bylaw, Article IV, Section 4.08 Minimum Building Area

The Finance Committee recommended and the Town voted unanimously to amend the Topsfield Zoning Bylaw, Article IV, Section 4.08 Minimum Buildable Area by deleting subsection B and inserting in place thereof a new subsection B to read as follows:

“In computing the buildable area of any lot there shall not be included any part of a street, nor shall there be included any part of a pond, river, stream, or wetland in accordance with the Town of Topsfield Wetland’s General Bylaw. The authenticity of the Topsfield Wetland and Wildlife Resources Map shall be identified by the signature of the Town Clerk and the imprinted seal of the Town under the following words: “This is to certify that this is the Topsfield Wetland and Wildlife Resources Map referred to in Article IV of the Zoning Bylaw of the Town of Topsfield, Massachusetts which was approved by the Town Meeting on September 1974”. (Art. 23, 5-4-1982)

And inserting in place thereof, the following:

“Buildable area shall be comprised of acreage not including any part of a street or any part of any watercourse, water body, vernal pool, bank, and bordering or isolated vegetated wetland as defined by the Massachusetts Wetlands Protection Act Regulations 310 CMR 10.00, et. Seq., or the Topsfield Wetlands General Bylaw.”

Article Fortieth: Amend Topsfield Zoning Bylaw, Article IV, Section 4.08 Minimum Buildable Area

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article IV, Dimensional And Density Regulations (**changes and additions in bold**), as follows:

Table of Dimensional and Density Regulations

1. Except for ORA uses permitted under Section 3.06.
2. See Article I, Definition for definition of Open Space.

	Min. Lot Area ¹ (ft.)	Min. Lot Frontage (ft.)	Min. Lot Depth (ft.)	Minimum Yards			Max. Height (ft.)	Max. Stories (No.)	Max. Building Area (%)	Min. Open Space ² (%)
				Front (ft.)	Side (ft.)	Rear (ft.)				
ORA	87,120	200	200	20	20	40	35	2 1/2	15	50
IRA	40,000	150	150	20	15	40	35	2 1/2	25	50
CR	20,000	100	120	20	10	30	35	2 1/2	40	40
BV	20,000	100	100	40 10	30 10³	30 20³	35	2 1/2	40	30
BH	40,000	200	175	75	40 ³	40 ³	35	2 2 1/2	40	30
BP	87,500	350	250	75	50 ⁴	50 ⁴	45	3	25	25
EHD³	At least 10 acres	50		25			35	2 1/2	50	50

3. Except where adjacent to residential use or district in which case the yard will increase to 50 feet.
4. Except where adjacent to residential use or district in which case the yard will increase to 100 feet.
5. See Article III, 3.16 for EHD standards.

Discussion ensued. Robert Moriarty, 114 Washington Street, moved to amend the Table of Dimensional and Density Regulations, after extensive debate. The motion was as follows: “Move to amend the Table of Dimensional and Density Regulations by having the minimum yard setbacks in the Business Village (BV) remain at front 40 ft., side at 30 ft. and rear at 30 ft. and further, delete EHD line item, in its entirety, from the table and the related footnote.” The motion to amend was then seconded. Cynthia Bailey, 10 Boardman Lane, moved the amendment. Her motion passed. The main motion, as amended, was then

taken. The Moderator declared the article adopted after a standing vote was taken. The standing vote was Yes 119 and No 23. The motion, as amended, passed by a two-thirds majority vote.

Article Forty-First: Amend Zoning Bylaw, Article III, Section 3.02 Table of Use Regulations

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article III, Use Regulations (**changes in bold**), as follows:

	Permitted Uses	ORA	IRA	CR	BV	BH	BP
2.3	For Profit School	NP	NP	NP	S	S	NP S
2.14	Hospital	S	S	NP	NP	NP S	S
2.15	Nursing and Community Care Facilities	S	S	S	S	S	S
2.16	Conference and Event Facility	S	S	S	S	S	S
4.07	Optical Goods Store	NP	NP	NP	P	NP	NP S
4.08	Cosmetics, beauty supply and perfume store	NP	NP	NP	P	NP	NP S
4.09	Retail establishment selling hand-crafts	NP	NP	NP	P	NP	NP S
4.12	Restaurant	NP	NP	NP	S	NP	NP S
4.16	Bank (full service)	NP	NP	NP	P	S	NP S
4.17	Exterior Automatic Teller Machines	NP	NP	NP	S	S	NP S
4.18	Interior Automatic Teller Machines	NP	NP	NP	P	P	NP S
4.21	Professional, technical, scientific and business offices	NP	NP	NP	P	P	S
4.22	Other business repair services	NP	NP	NP	P	P	NP S
4.23	Art Gallery	NP	NP	NP	P	NP	NP S
4.25	Barber Shops	NP	NP	NP	P	NP	NP S
4.26	Beauty Salons	NP	NP	NP	P	NP	NP S
4.27	Skin and Nail Care Salons	NP	NP	NP	P	NP	NP S

Stephen Whelan, 37 Kinsman Lane, Planning Board member, moved the question after brief discussion. The motion was seconded. The vote was then taken on the motion. The motion to move the question passed by the required two-thirds. The vote on the Finance Committee recommendation was then taken. The Moderator declared a two-thirds majority voice vote in favor of the Finance Committee recommendation, as presented. The article passed.

Article Forty-Second: Amend Zoning Bylaw, Article I, Definitions

The Finance Committee recommended and the Town voted by a declared two-thirds majority to amend the Topsfield Zoning Bylaw, Article I, Definitions as follows:

By adding a new definition “1.02 Affordable Housing: Dwelling units for families who qualify with income at or below 80% of the median income as determined by the U.S. Department of Housing and Urban Development and the cost of the Affordable Housing Dwelling Unit shall not exceed thirty percent (30%) of their annual income,”

And re-numbering definitions 1.02-1.17 to 1.03-1.18,

By adding a new definition “1.19 Conference & Event Facility: A facility used by individuals and service, social or professional organizations and businesses for seminars, meetings and professional conferences and social events. The facility may include associated accommodations for food preparation and service, sleeping areas, recreation and athletic facilities, all of which are provided exclusively for the use of patrons of the conference facility,”

And renumbering 1.18-1.108 to 1.20-1.110.

By deleting the text of the new 1.49 Hospital (formerly 1.47) which provided: “A building providing medical service including twenty-four hour in-patient services for the diagnosis, treatment or other care of human ailments; a sanitarium; sanatorium; clinic; rest home; nursing home and convalescent home,”

And inserting in place thereof the following: “An institution certified by the Joint Commission on Accreditation of Hospitals as an accredited hospital providing health services for in-patient and/or out-patient medical or surgical care of the sick or injured and including related facilities such as,

but not limited to, laboratories, out-patient departments, central staff facilities, and staff offices which are an integral part of the institution.”

Article Forty-Third: Amend Zoning Bylaw, Article I Definitions

The Finance Committee recommended no action and the Town so voted unanimously. It should be noted here that the Planning Board, who proposed the warrant article, supported the recommendation of no action.

Article Forty-Fourth: Adopt Stormwater and Erosion Control General Bylaw

The Finance Committee recommended and the Town voted unanimously to amend the Town Code, the Topsfield General Bylaws by adding Chapter LI, the Storm Water and Erosion Control General Bylaw as follows:

“Chapter LI

Storm Water Management and Erosion Control General Bylaw
Town of Topsfield

It is hereby determined that:

Land development projects and other land use conversions, and their associated changes to land cover, permanently alter the hydrologic response of local watersheds and increase storm water runoff rates and volumes, which in turn increase flooding, stream channel erosion, and sediment transport and deposition, and decrease groundwater recharge;

Land development projects and other land use conversions also contribute to increased nonpoint source pollution and degradation of receiving waters;

The impacts of construction site/alteration and post-development storm water runoff quantity and quality can adversely affect public safety, public and private property, surface water drinking water supplies, groundwater resources, drinking water supplies, recreation, aquatic habitats, fish and other aquatic life, property values and other uses of lands and waters;

These adverse impacts can be controlled and minimized through the regulation of storm water runoff quantity and quality from construction site/alteration, new development and redevelopment, by the use of both structural and non-structural Best Management Practices;

Localities in the Commonwealth of Massachusetts are required to comply with a number of both State and Federal laws, regulations and permits which require a locality to address the impacts of construction site/alteration runoff, post-development storm water runoff quality and nonpoint source pollution.

Therefore, the Town of Topsfield has established this storm water management bylaw to provide reasonable guidance for the regulation of construction site/alteration and post-development storm water runoff for the purpose of protecting local water resources from degradation. This bylaw regulates the construction site/alteration and post-construction storm water controls for both new and re-development projects.

It has been determined that it is in the public interest to regulate construction site/alteration and post-development storm water runoff discharges in order to control and minimize increases in storm water runoff rates and volumes, construction site/alteration and post-construction soil erosion and sedimentation, stream channel erosion, and nonpoint source pollution associated with post-development storm water runoff.

51-1 PURPOSES

a. The purposes of this Bylaw are to: 1) protect, maintain and enhance the public health, safety, environment and general welfare by establishing minimum requirements and procedures to control the adverse effects of increased post-development storm water runoff and nonpoint source pollution associated with new development and redevelopment; 2) Protect, maintain, and enhance the public safety, environment and general welfare by establishing minimum standards and procedures to control runoff and prevent soil erosion and sedimentation resulting from construction/alteration and development.

b. It has been determined that proper management of construction site/alteration and post-development storm water runoff will minimize damage to public and private property and infrastructure, safeguard the public health, safety, en-

vironment and general welfare of the public, protect water and aquatic resources, and promote groundwater recharge to protect surface and groundwater drinking supplies. This Bylaw seeks to meet that purpose through the following objectives:

1. Establish decision-making processes surrounding land development activities that protect the integrity of the watershed and preserve the health of water resources;

2. Require that new development, redevelopment and all land conversion activities maintain the after-development runoff characteristics as equal to or less than the pre-development runoff characteristics in order to reduce flooding, stream bank erosion, siltation, nonpoint source pollution, property damage, and to maintain the integrity of stream channels and aquatic habitats;

3. Establish minimum construction/alteration and post-development storm water management standards and design criteria for the regulation and control of storm water runoff quantity and quality; Establish minimum design criteria for the protection of properties and aquatic resources downstream from land development and land conversion activities from damages due to increases in volume, velocity, frequency, duration, and peak flow rate of storm water runoff; Establish minimum design criteria for measures to minimize nonpoint source pollution from storm water runoff which would otherwise degrade water quality;

4. Establish design and application criteria for the construction and use of structural storm water control facilities that can be used to meet the minimum construction/alteration and post-development storm water management standards;

5. Encourage the use of nonstructural storm water management, storm water better site design practices or “low-impact development practices”, such as reducing impervious cover and the preservation of greenspace and other natural areas, to the maximum extent practicable; Coordinate site design plans, which include greenspace, with the Town’s greenspace protection plan;

6. Establish provisions for the long-term responsibility for and maintenance of structural storm water control facilities and nonstructural storm water management practices to ensure that they continue to function as designed, are maintained, and pose no threat to public safety;

7. Establish provisions to ensure there is an adequate funding mechanism, including surety, for the proper review, inspection and long-term maintenance of storm water facilities implemented as part of this Bylaw;

8. Establish administrative procedures for the submission, review, approval or disapproval of storm water management plans, and for the inspection of approved active projects, and long-term follow up; Establish certain administrative procedures and fees for the submission, review, approval, or disapproval of storm water plans, and the inspection of approved projects.

c. Nothing in this Bylaw is intended to replace the requirements of either, the Town of Topsfield Flood Plain Zoning Bylaw, the Town of Topsfield General Wetlands Protection Bylaw, or any other Bylaw that may be adopted by the Town of Topsfield. Any activity subject to the provisions of the above-cited Bylaws must comply with the specifications of each.

51-2 DEFINITIONS

The following definitions shall apply in the interpretation and implementation of this Bylaw. Additional definitions may be adopted by separate regulation:

ALTER: Any activity, which will measurably change the ability of a ground surface area to absorb water or will change existing surface drainage patterns. Alter may be similarly represented as “alteration of drainage characteristics,” and “conducting land disturbance activities.”

BEST MANAGEMENT PRACTICE (BMP): Structural, non-structural and managerial techniques that are recognized to be the most effective and practical means to prevent and/or reduce increases in storm water volumes and flows, reduce point source and nonpoint source pollution, and promote storm water quality and protection of the environment. “Structural” BMPs are devices that are engineered and constructed to provide temporary storage and treatment of storm water runoff. “Nonstructural” BMPs use natural measures to reduce pollution levels, do not require extensive construction efforts, and/or promote pollutant reduction by eliminating the pollutant source.

BETTER SITE DESIGN: Site design approaches and techniques that can reduce a site’s impact on the watershed

through the use of nonstructural storm water management practices. Better site design includes conserving and protecting natural areas and green space, reducing impervious cover, and using natural features for storm water management.

HOTSPOT: Land uses or activities with higher potential pollutant loadings, such as auto salvage yards, auto fueling facilities, fleet storage yards, commercial parking lots with high intensity use, road salt storage areas, commercial nurseries and landscaping, outdoor storage and loading areas of hazardous substances, or marinas.

MASSACHUSETTS STORM WATER MANAGEMENT POLICY: The Policy issued by the Department of Environmental Protection, and as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act G.L. c. 131 § 40 and Massachusetts Clean Waters Act G.L. c. 21, §. 23-56. The Policy addresses storm water impacts through implementation of performance standards to reduce or prevent pollutants from reaching water bodies and control the quantity of runoff from a site.

NEW DEVELOPMENT: Any construction or land disturbance of a parcel of land that is currently in a natural vegetated state and does not contain alteration by man-made activities.

NONPOINT SOURCE POLLUTION: Pollution from many diffuse sources caused by rainfall or snowmelt moving over and through the ground. As the runoff moves, it picks up and carries away natural and human-made pollutants, finally depositing them into water resource areas.

PERSON: Any individual, group of individuals, association, partnership, corporation, company, business organization, trust, estate, the Commonwealth or political subdivision thereof to the extent subject to Town Bylaws, administrative agency, public or quasi-public corporation or body, the Town of Topsfield, and any other legal entity, its legal representatives, agents, or assigns.

PRE-DEVELOPMENT: The conditions that exist at the time that plans for the land development of a tract of land are submitted to the [Planning Board]. Where phased development or plan approval occurs (preliminary grading, roads and utilities, etc.), the existing conditions at the time prior to the first plan submission shall establish pre-development conditions.

POST-DEVELOPMENT: The conditions that reasonably may be expected or anticipated to exist after completion of the land development activity on a specific site or tract of land. Post-development refers to the phase of a new development or redevelopment project after completion, and does not refer to the construction phase of a project.

RECHARGE: The replenishment of underground water reserves.

REDEVELOPMENT: Any construction, alteration, or improvement exceeding land disturbance of 7500 square feet, where the existing land has been subject to previous development.

SLOPE: The vertical rise divided by the horizontal distance and expressed as a fraction or percentage, e.g. one-fifth (1/5) or twenty (20) percent.”

STORM WATER AUTHORITY: The Town of Topsfield Planning Board or its authorized agent(s). The Topsfield Planning Board or its authorized agent(s) are responsible for coordinating the review, approval and permit process as defined in this Bylaw. Other Boards and/or departments of the Town of Topsfield, including (but not limited to) the Conservation Commission, Board of Health, and Highway Department, may participate in the review process as defined in the Stormwater Regulations adopted by the Planning Board.

STORM WATER MANAGEMENT PERMIT (SMP): A permit issued by the Planning Board, after review of an application, plans, calculations, and other supporting documents, which is designed to protect the environment of the Town from the deleterious affects of uncontrolled and untreated storm water runoff.

51-3 AUTHORITY

This Bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, and pursuant to the regulations of the federal Clean Water Act found at 40 CFR 122.34, and as authorized by the residents of the Town of Topsfield at Town Meeting, dated May 3, 2005.

51-4 ADMINISTRATION

a. The Planning Board, shall administer, implement and enforce this Bylaw. Any powers granted to or duties imposed upon the Planning Board may be delegated in writing by the Planning Board to its employees or agents.

b. Storm water Regulations. The Planning Board may adopt, and periodically amend, rules and regulations relating to the terms, conditions, definitions, enforcement, fees (including application, inspection, and/or consultant fees), procedures and administration of this Storm water Management Bylaw by majority vote of the Planning Board, after conducting a public hearing to receive comments on any proposed rules and regulations, or revisions thereto. Such hearing dates shall be advertised in a newspaper of general local circulation, at least fourteen (14) days prior to the hearing date. The Planning Board may promulgate rules and regulations to effectuate the purposes of this Bylaw. Failure by the Planning Board to promulgate such rules and regulations or a legal declaration of their invalidity by a court shall not act to suspend or invalidate the effect of this Bylaw.

c. Storm water Management Manual. The Planning Board will utilize the policy, criteria and information including specifications and standards of the latest edition of the Massachusetts Storm water Management Policy, for execution of the provisions of this Bylaw. This Policy includes a list of acceptable storm water treatment practices, including the specific design criteria for each storm water practice. The Policy may be updated and expanded periodically, based on improvements in engineering, science, monitoring, and local maintenance experience. Unless specifically altered in the Storm water Regulations, storm water management practices that are designed, constructed, and maintained in accordance with these design and sizing criteria will be presumed to be protective of Massachusetts’s water quality standards.

d. Actions by the Planning Board. The Planning Board may take any of the following actions as a result of an application for a Storm water Management Permit as more specifically defined as part of Storm water Regulations promulgated as a result of this Bylaw: Approval, Approval with Conditions, Disapproval, or Disapproval without Prejudice.

e. Appeals of Action by the Planning Board. A decision of the Planning Board shall be final. A decision by the

Planning Board made under this Bylaw shall be reviewable in the Superior Court in an action filed within 60 days thereof, in accordance with M.G.L. Ch 49 § 4.

51-5 APPLICABILITY

a. This bylaw shall be applicable to all new development and redevelopment, including, but not limited to, site plan applications, subdivision applications, grading applications, land use conversion applications, any activity that will result in an increased amount of storm water runoff or pollutants flowing from the a parcel of land, or any activity that will alter the drainage characteristics of a parcel of land, unless exempt pursuant to Section 51-5(b) of this Bylaw. An alteration, redevelopment, or conversion of land use to a hotspot such as, without limitation: auto salvage yards, auto fueling facilities, fleet storage yards, commercial parking lots with high intensity use, road salt storage areas, commercial nurseries and landscaping, outdoor storage and loading areas of hazardous substances, or marinas, shall require a Storm water Management Permit. All new development and redevelopment under the jurisdiction of this Bylaw as prescribed in this Bylaw shall be required to obtain a Stormwater Management Permit.

b. Exemptions

No person shall alter land within the Town of Topsfield without having obtained a Storm water Management Permit (SMP) for the property with the following exceptions:

1. Any activity that will alter an area less than 7500 square feet on existing or proposed slopes less than 15 %, or less than 25 % of a contiguous property on existing or proposed slopes less than 15%, whichever is less. This exception may not be applied for contiguous properties held in common ownership at the time of adoption of this Bylaw that may have been previously subdivided and/or are attributed to multiple separate owners.
2. Any activity that will alter an area of 4000 square feet or less on existing or proposed slopes steeper than 15 %. This exception may not be applied for contiguous properties held in common ownership at the time of adoption of this Bylaw that may have been previously subdivided and/or are attributed to multiple separate owners.
3. Normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act regulation 310 CMR 10.04 and M.G.L. Chapter 40A Section 3;
4. Maintenance of existing landscaping, gardens or lawn areas associated with a single family dwelling; construction of patios, walkways, driveways less than the minimum square foot thresholds, swimming pools below the minimum square foot thresholds, or replacement of wells or septic systems on lots having an existing dwelling;
5. Repair or replacement of an existing roof of a single-family or multi-family dwelling;
6. The construction of any fence that will not alter existing terrain or drainage patterns;
7. Construction of utilities (gas, water, electric, telephone, etc.) other than drainage, which will not alter terrain, ground cover, or drainage patterns, the reconstruction of or resurfacing of any public way; the construction and associated grading of a street that has been approved by the Planning Board;
8. For the removal of earth products undertaken in connection with a sand, gravel or similar enterprise where such activity is allowed by zoning;
9. Emergency repairs to any utilities (gas, water, electric, telephone, etc.), stormwater management facility or practice that poses a threat to public health or safety, or as deemed necessary by the Planning Board;
10. Any work or projects for which all necessary approvals and permits have been issued before the effective date of this Bylaw;
11. Redevelopment projects are presumed to meet the specified storm water management requirements described in the Storm water Regulations of the Town of Topsfield if the total impervious cover is reduced by 40 % from existing conditions. Where site conditions prevent the reduction in impervious cover, storm water management practices shall be implemented to provide storm water controls for at least 40 % of the site's impervious area. When

a combination of impervious area reduction and storm water management practice implementation is used for redevelopment projects, the combination of impervious area reduction and the area controlled by a storm water management practice shall equal or exceed 40 %.

51-6 PROCEDURES

Permit Procedures and Requirements shall be defined and included as part of any rules and regulations promulgated as permitted under Section 51-4 of this Bylaw.

51-7 ENFORCEMENT

The Planning Board or an authorized agent of the Planning Board shall enforce this Bylaw, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations. Enforcement shall be further defined and included as part of any Storm water regulations promulgated as permitted under Section 51-4 of this Bylaw.

51-8 SEVERABILITY

The invalidity of any section, provision, paragraph, sentence, or clause of this Bylaw shall not invalidate any section, provision, paragraph, sentence, or clause thereof, nor shall it invalidate any permit or determination that previously has been issued.”

Article Forty-Fifth: Adopt Scenic Overlay Zone

The Finance Committee recommended and the Town voted unanimously to amend the Topsfield Zoning Bylaw by adding a new Article XIV, the Scenic Overlay Zone as follows:

“14.1 Purpose

The purpose of the Scenic Overlay Zone is to preserve the landscape of Topsfield and maintain the scenic and rural character of the southern entryway to the Town.

14.2 Description of District

The Scenic Overlay Zone is delineated by the Ipswich River on the north, by the town line of the Town of Topsfield on the south and by boundary lines running parallel to Route 1 located 1000 feet from the centerline of Route 1 on the east

and west. The Scenic Overlay Zone is shown on the Official Zoning Maps of the Town of Topsfield and is identified by the abbreviation SOZ.

14.3 Scope of Authority

The Scenic Overlay Zone is an overlay district superimposed on the Town of Topsfield’s zoning districts. This overlay district shall apply to all new construction, reconstruction or expansion of existing buildings and to new or expanded uses of a property located within the Scenic Overlay zone, except for single-family building additions.

14.4 Uses in the Scenic Overlay Zone

Uses within the Scenic Overlay Zone shall be limited to those permitted in the underlying ORA zoning district. Uses that are prohibited in the underlying zoning district are not permitted in the Scenic Overlay Zone. Uses that are permitted in the underlying ORA District are defined in Article III, 3.02 and 3.04 Table of Use Regulations of the Topsfield Zoning Bylaw and elsewhere in the Topsfield Zoning Bylaws.

14.5 Development Standards

A. Projects located within the Scenic Overlay Zone shall be designed to preserve and complement the visual context of the natural area. The purpose of this Bylaw is accomplished by locating development so as to lessen its visual impact, preserving open space, preserving existing trees, providing additional landscaping, and screening of mechanical equipment, accessory facilities and parking facilities.

B. All use of lots subject to this chapter shall conform to the following:

1. Minimum Setback – The setback of buildings on lots with frontage on Route 1 shall at a minimum be 100’.
2. Site Mitigation – Any damage, loss or disturbance to the natural vegetation and grading that result from construction activity shall be mitigated by restoration of disturbed areas within the 100 foot minimum setback from Route 1 to its original state.
3. All parking shall be screened from Route 1.
4. All garbage collection areas, dumpsters and mechanical equipment must be screened from view.

5. All healthy trees over twelve inches in diameter that are within the setback area shall be retained unless they are located within a new utility easement, roadway, or Town-required construction easement.
6. If the façade of the building is visible from Route 1, two rows of trees, one deciduous and one evergreen, shall be planted along the length of the building so as to screen the building.

Upon application, the granting authority, as defined in Section 9.05, and acting pursuant to its authority and in accordance with the site plan review procedure set forth in that section, may allow for new grading and screening other than that required by condition B.2, or allow trees to be cut as otherwise prohibited by B.6, above, but only upon the applicant's demonstration that it is impractical or impossible to satisfy such conditions, and then only to the extent that such allowances satisfy the intent of this Article, as set forth in Section 14.4, above.

C. The use of lots subject to this Article that are also subject to site plan review shall satisfy the following standards in addition to those set forth in Section 9.07:

1. All construction shall be located to the extent possible behind natural elevations and vegetated areas of the property so that it is not visible from Route 1.
2. To the extent that it is feasible, development shall be integrated into the existing landscape through the use of building placement, landform treatment and visually compatible existing or new screening. All site improvement shall be laid out and constructed to minimize environmental and other impacts on protected resources.
3. All efforts shall be made to preserve the natural grading, vegetation, and any other unique features of the property.
4. Projects located within the Scenic Overlay District shall be designed to complement the visual content of the natural area. Architectural, site and landscape design techniques shall be used to protect the natural scenic views across, through, or to the site.

D. The use of lots subject to this Article that also require a special permit shall satisfy the standards set forth in Section C above, as part of the Conditions and Safeguards applicable to special permit uses pursuant to Section 5.04.B.

14.6 Severability

All the clauses of this Bylaw are distinct and severable, and if any clause shall be deemed illegal, void, or unenforceable, it shall not affect the validity, legality, or enforceability of any other clause or portion of this Bylaw."

Article Forty-Sixth: Amend Zoning bylaw, Article X, Phased Growth

The Finance Committee recommended that the Town vote to amend the Topsfield Zoning Bylaw, Article X, Phased Growth, by deleting Article X in its entirety and substituting a new Article X, Phased Growth; as follows:

TOPSFIELD ZONING BYLAW

PHASED GROWTH BYLAW CHAPTER X

10.1 Purpose and Intent

The purpose of this Article is enable the Town to continue the planning process to evaluate unsustainable development, i.e., large residential dwelling units that would require provision of substantial municipal services greater than the tax revenues generated so that such residences become a disproportionate burden upon all the taxpayers. Funding of such services is constrained by the real estate tax revenue generating limitations of Proposition 2 ½ for which the Town has in the past required citizen approval of substantial overrides, the failure of which in the future may cause severe detrimental impact to the continuation of adequate and responsible municipal services. In addition, such growth severely impacts drinking water and wastewater management resources. This Phased Growth Bylaw is derived from a build out analysis and sound fiscal policy and is to be applied consistent with the Town's Community Development Plan which favors affordable and alternative housing and economic development and appropriate management of the natural and historic resources.

10.2 Applicability

This Bylaw applies to the issuance of building permits for all new residential dwelling units, unless exempted hereunder.

10.3 Residential Development Limitation

The Building Inspector shall issue building permits for construction of new dwelling units only if such permit issuance will not result in authorizing construction of a total of more than fifteen units in a given fiscal year.

10.4 Duration

This Phased Growth Bylaw shall remain in effect until the end of the fifth fiscal year following the effective date of enactment.

10.5 Issuance of Building Permits

A. The Applications shall be date and time stamped and reviewed a first in time basis. Permit applications that require substantive modification shall lose priority until resubmitted.

B. Procedure for subdivisions and lots under approval not required. No more than fifty percent of total annual limitation shall be issued to the applicants of lots in a subdivision approved after the effective date of this Bylaw and the endorsement date of lots created under approval not required.

C. Unused allotments may be carried over year to year.

10.6 Exemptions

The following shall be exempt from the provisions of the Phased Growth Bylaw.

1. Affordable housing units provided that such housing units have deed restrictions to ensure that they remain affordable for no less than the time period specified in the project approval.
2. Temporary Accessory Apartments pursuant to Article 7.03.
3. There shall be a limited exemption for building permits in an Elderly housing District such that there shall be an annual limitation of 25% of all units approved in addition to the annual limitation under section 10.4.
4. Such units as the Planning Board may exempt for the construction of units subject to a development agreement with the applicant seeking a building permit which is consistent with the Community Development Plan.

5. Assisted living facilities licensed under G.L. 19D and convalescent homes, nursing homes and other facilities licensed under G.L. 111 § 71.

10.7 Severability

If any provision of this Bylaw is held invalid by a court of competent jurisdiction, the remainder of this Bylaw shall not be affected thereby. The invalidity of any section or sections or parts of any section or sections of the Bylaw shall not affect the validity of the remainder of the Town's Zoning Bylaw.

Prolonged discussion ended when John Kinhan, 55 Colrain Road, moved to table Article 46. The motion was seconded and then voted. The motion to table passed on a declared two-thirds majority voice vote. Article Forty-Sixth was not adopted.

Article Forty-Seventh: Amend Zoning Bylaw, Article III, Section 3.16 Elderly Housing District

The Finance Committee recommended that no action be taken. During the long and heated debate, Sean Cunniff, 16 Towne Lane, moved to table Article 47. The motion was seconded. The motion failed. Limited discussion followed. The vote was then taken on the Finance Committee's recommendation of no action. The Finance Committee's recommendation prevailed. Article Forty-Seventh failed to pass.

Article Forty-Eighth: Acceptance of M.G.L. Chapter 44, Section 55C, Affordable Housing Trust Fund and Establishment of Affordable Housing Trust Fund Bylaw

The Finance Committee recommended no action be taken, and the Town so voted, after brief discussion. Article Forty-Eight was not adopted.

Article Forty-Ninth: Amend Zoning Bylaw, Article II, Section 2.10 Elderly Housing District

The Finance Committee recommended that no action be taken. Martha Morrison, 217 Rowley Bridge Street, Chairman of the Topsfield Planning Board, noted the Planning Board's support of the Finance Committee's recommendation of no action. There was no discussion. The Town voted in favor of the Finance Committee's recommendation of no action.

This article would have incorporated into the Town's Zoning Bylaw a new elderly housing overlay district that was proposed for a portion of the property known as 120 High Street.

Article Fiftieth: Stabilization Fund

The Finance Committee recommended that no action be taken, and the Town so voted, unanimously.

Article Fifty-First: Free Cash

The Finance Committee recommended and the Town voted unanimously to authorize and direct the Board of Assessors

to transfer and appropriate the sum of \$422,121 from Free Cash to reduce the tax levy for the fiscal year 2006.

The Moderator stated he would entertain a motion to adjourn the Annual Town Meeting to the polling site, St. Rose Church Hall, 12 Park Street, on Thursday, May 5, 2005 and at the close of the polls at 8:00 p.m. to dissolve the 2005 Annual Town Meeting. The motion was made, seconded and voted unanimously. The continuation of the May 3, 2005 Annual Town Meeting was held on May 4, 2005 and adjourned at 11:48 p.m. There were 183 registered voters in attendance.

Annual Town Election

St. Rose Church Hall

12 Park Street

May 5, 2005 7:00 am – 8:00 pm

The Town Clerk opened the polls at 7:00 am. The Election workers had been sworn as follows:

Joan T. Glatz, *Warden*

Dottie Roberts, *Deputy Warden*

Fred Glatz, *Poll Constable*

Ballot Clerks and Tellers:

Betty Kruck, Ruth Lucy, Barbara Adams, Alice Liston, Sally Cabral, Dot Marciano, Mary Lou Tingle, Linda Lightfoot, Yolanda Marciano and Maxine Crocker.

The polls were closed at 8:00 pm. The Town Clerk announced at 9:30 pm, 1287 registered voters had cast their ballots with the following results:

Moderator (One Year)

Stephen S. Clark	1074
Others	6
Blanks	189

Selectman (Three Years)

James L. Rogal	431
John J. McArdle	795
Others	7
Blanks	54

Assessor (Three Years)

John W. Minnehan.....	982
Others	4
Blanks	301

School Committee (Three Years)

Karen Dow	886
Jeffrey C. Evaul	745
Others	6
Blanks	938

Regional Districts School Committee (Three Years)

John K. Spenser	863
Kenneth G. Vogel	823
Others	5
Blanks	883

Library Trustee (One Year)

Andrew J. Baumgartner.....	945
Others	4
Blanks	338

Library Trustee (Three Years)

Robert L. Boeri	882
Sheila R. Becker	816
Others	876
Blanks	0

Constable (Three Years)

Frederick J. Glatz	989
Others	3
Blanks	295

Housing Authority (Five Years)

Gerald J. Buckley	967
Others	1
Blanks	319

Commissioner of Trust Funds (Three Years)

Herbert F. Wass	962
Others	1
Blanks	324

**Park & Cemetery Commissioners
(Three Years)**

Dale Johnson.....	17
Others	114
Blanks	1156

Road Commissioner (Three Years)

Richard J. Cullinan	917
Others	3
Blanks	367

Water Commissioner (Three Years)

Philip G. Knowles	948
Others	11
Blanks	328

Planning Board (Three Years)

Martha Morrison	903
Stephen T. Whelan	848
Others	21
Blanks	802

Note: Those elected to office are in bold.

BALLOT QUESTIONS

QUESTION ONE: Shall the Town of Topsfield be allowed to assess an additional \$196,362 in real estate and personal property taxes for the purposes of funding the general operating budget for general government purposes, for the elementary schools, and the Town's assessment for the Masconomet Regional School District for the fiscal year beginning July first two thousand and five?

Yes.....	618
No.....	640
Blanks	29

Question One failed.

QUESTION TWO: Shall the Town of Topsfield be allowed to assess an additional \$187,754 in real estate and personal property taxes for the purposes of funding the following expenses: professional engineering services for the reconstruction design of the Asbury Street Bridge and the Rowley Bridge Street Bridge (\$50,000); lease to purchase agreement for the procurement and equipping of a multi-purpose tractor (\$33,754); the purchasing and equipping of a one ton four wheel drive dump truck with plow and rack bed (\$22,500); the purchasing and equipping a vehicle to be used as a police cruiser (\$31,500); the refurbishing of the 1994 Duplex Lucerne Fire Apparatus, know as Engine 3 (\$50,000) for the fiscal year beginning July first two thousand and five?

Yes.....	520
No.....	729
Blanks	38

Question Two failed.

QUESTION THREE: Shall the Town of Topsfield be allowed to assess an additional \$160,000 in real estate and personal property taxes for the purpose of funding the final design for the renovations and expansion of the Town Hall for the fiscal year beginning July first two thousand and five?

Yes.....	459
No.....	799
Blanks	29

Question Three failed.

QUESTION FOUR: Shall the Town of Topsfield be allowed to assess an additional \$108,589 in real estate and personal property taxes for the purpose of a 24 hour, seven (7) days per week operational staff expansion of the Fire Department by hiring four (4) additional full time fire fighters for the fiscal year beginning July first two thousand and five?

Yes..... 299
 No 956
 Blanks 32

Question Four failed.

QUESTION FIVE: Shall the Town of Topsfield be allowed to assess an additional \$170,816 in real estate and personal property taxes for the purpose of funding the purchasing and equipping of two vehicles to be used as ambulances for the fiscal year beginning July first two thousand and five?

Yes 217
 No..... 1026
 Blanks 44

Question Five failed.

QUESTION SIX: Shall the Town of Topsfield accept sections 3 to 7 inclusive, of Chapter 44B of the General Laws, as approved by its legislative body, a summary of which appears below?

Sections 3 to 7 of Chapter 44B of the General Laws of Massachusetts, also known as the Community Preservation Act (“Act”), establishes a dedicated funding source to acquire, create and preserve open space, land for recreational use, and community housing, to acquire, preserve, rehabilitate and restore historic resources, and to rehabilitate and restore such open space, land for recreational use and community housing acquired or created as provided under said Act. In Topsfield, the Act will be funded by an additional surcharge of three percent on the annual tax levy on real property and by matching funds provided by the state. The following exemption(s) from such surcharge, permitted under Section 3(e) of said Act, will apply: (1) property owned and occupied as a domicile by a person who would qualify for low income housing or low or moderate income senior housing in the town; and (2) \$100,000 of the value of each

table parcel of residential real property. The surcharge to be paid by a taxpayer receiving an abatement of real property authorized by Chapter 59 or any other law will be reduced in proportion to such abatement. A Community Preservation Committee must be created pursuant to Bylaw and will make recommendations on the use of the funds. Town Meeting must approve any such recommendation before funds can be expended to acquire any particular parcel of land. All expenditures pursuant to the Act will be subject to an annual audit.

Yes..... 410
 No 788
 Blanks 89

Question Six failed.

QUESTION SEVEN: This Question is Not Binding.

“Shall the Town vote to petition the General Court to enact special legislation as set forth in Article Second of the March 1, 2005 Special Town Meeting authorizing the expansion of the Board of Selectmen from three to five members?”

Yes..... 692
 No..... 536
 Blanks 59

Question Seven passed. The vote, however, is not binding.

QUESTION EIGHT: This Question is Not Binding.

“Shall the Town vote to petition the General Court to enact special legislation as set forth in Article Fifth of the March 1, 2005 Special Town Meeting authorizing the establishment of a Department of Public Works?”

Yes..... 627
 No 575
 Blanks 85

Question Eight passed. The vote, however, is not binding.

QUESTION NINE: This Question is Not Binding.

To see if the Town will vote to give the land known as the Old Highway Garage Site on School Street to the Council on Aging for the purpose of constructing a senior center for the Town. The senior center will be built with grants and donations from individuals and companies. There will be no town monies used for construction. If after two years of fund-raising, enough money has not been raised to build the center the land will revert back to the town.

Yes 729
No 520
Blanks 8

Question Nine passed. The vote, however, is not binding.

Attest:



Beverly Ann Guarino, CMC/MMCA/CMMC
Town Clerk

Minutes of the Special Town Meeting

June 21, 2005

Proctor School

Woodbury Auditorium

The several articles in the Warrant for the Meeting and the action of the Town thereto.

The Moderator called the Annual Town Meeting to order at 7:00 pm, stating a quorum was present. He opened the meeting with the Pledge of Allegiance, read the Warrant and the Return of the Constable noting the meeting had been duly posted and advertised as required by law. He then made the following announcements. First, I want to thank our Town Clerk, Beverly Guarino, for supervising the preparations for this meeting with her usual efficiency and thoroughness. Our meeting is being taped by the Community Public Access Cable TV Advisory Committee for future broadcast. I want to thank Bill Whiting in particular for all of his volunteer time. Anyone desirous of speaking should state his or her name and street address after being recognized by me. A microphone is provided at the floor podium. I ask that you please use it when addressing the meeting. Tonight, I am continuing the time limit. The moderator then stated he would reference his watch for the time, as there was no timing light system in place for this meeting. The time limit for all speakers will be three minutes. There will be no prohibition on speaking more than once on a single warrant article, but being succinct will help us to be able to get through the entire warrant as expeditiously as possible.

By long standing tradition in the town, a recommendation of the Finance Committee amounts to a motion, made and seconded and before the town for debate. I'd like to clarify, that if the Finance Committee recommends positive action on a particular article, and a voter wishes to amend the article, an amendment is generally in order and will be considered prior to taking a final vote on the article.

If the Finance Committee, on the other hand, recommends "no action" on a particular article, and a voter desires positive action on the article or an amended article, the voter may and should, during discussion of the Finance Committee recommendation, state his or her intention to move for positive action on the article or an amended article if the Finance Committee's "no action" is voted down, but the vote will be taken first in this eventuality on the Finance Committee's recommendation before a motion for positive

action and/or amendment is in order. So, in summary, if the Finance Committee recommends positive action, an amendment is immediately in order. If the Finance Committee recommends no action, a motion to amend is not in order until after the Finance Committee's recommendation is voted down. But again, during debate, if you intend to make a motion in the event a Finance Committee recommendation is voted down, state your intention to do so during the debate.

Article First: Reports

Robert Winship, Chairman of the Finance Committee made remarks focusing on the proposed cuts for FY2006 and their impact. He addressed the need for the townspeople to be aware that FY2007 will require Proposition 2 ½ overrides in order to maintain current services and address capital expenditures.

Boyd Jackson, Chairman of the Board of Selectmen, reiterated Mr. Winship's concerns.

Article Second: Fiscal 2006 Operating Budget

The Finance Committee recommended that the Town vote to amend the vote taken under Article Third of the May 3, 2005 Annual Town Meeting to reduce the total \$12,863,132 appropriation made thereunder by reducing certain line item appropriations as designated below; and further, to meet said appropriation, transfer \$50,000 from Free Cash, and \$50,000 from Article Twentieth of the May 3, 2005 Annual Town Meeting, and raise and assess the reduced sum of \$12,748,878 for the purpose of funding the expenses of the Town from July 1, 2005, and determine the manner of expending the same. The reductions to certain line items follow on the next page:

Line Item	May 3, 2005 Appropriation	June 21, 2005 Proposed Appropriation	Fiscal 2006 Budget Reduction
Planning Board			
Wages	\$ 29,340	\$ 23,090	\$ 6,250
Fire Department			
Wages	392,698	372,698	20,000
Elementary Schools			
Instructional Materials	191,959	163,559	28,400
General Highway			
Other	203,695	178,695	25,000
Council On Aging			
Salary	38,417	28,813	9,604
Park & Cemetery Dept.			
Wages	128,934	107,078	21,856
Other	56,204	53,060	3,144
Total			\$ 114,254

For a total appropriation for the 2006 fiscal operating budget in the amount of \$12,748,878.

Jeanine Cunniff, 16 Towne Lane, moved “that the Town vote to amend FY 2006 approved the May 3, 2005 budget by reducing the Fire Department wage account by \$50,000.” The motion was seconded. Lengthy discussion ensued. At the close of this discussion, a vote was taken on the Cunniff amendment as presented. The motion to amend the Fire Department wage account failed on a voice vote. Discussion on the main motion continued during which Anne Rafferty, 42 East St., moved “that the Town vote to amend the Park & Cemetery Department wage account by adding \$12, 5000 to the Park & Cemetery Department wage account.” The vote was taken when debate ended. The Rafferty amendment failed on a voice vote. The vote on the Finance Committee’s recommendation followed, there being no further discussion. The Finance Committee recommendation passed on a clear majority. The Finance Committee’s amended budget recommendation of \$12, 748,878 for the FY 2006 was voted with the budgetary reductions as noted in their recommendation. A copy of the Amended FY2006 budget appears under Appendix A, herein.

Article Third: Sale of Alcohol Second Store License

The Finance Committee recommended that no action be taken. Prolonged discussion ensued during which John McArdle, 19 Towne Lane stated he would move for positive action on Article Third as it appeared in the warrant upon defeat of the Finance Committee’s recommendation of no action. Upon the conclusion of the discussion, the vote on the Finance Committee’s recommendation was taken. The Town voted overwhelmingly against the recommendation. The Finance Committee recommendation of no action had failed. John McArdle then moved for positive action on Article Third. Mr. McArdle’s motion read as follows: “To see if the Town will vote to petition the General Court to enact special legislation as set forth below. The General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court. The Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition as described below:

“SECTION 1. Notwithstanding Section 17 of Chapter 138 of the General Laws or any other general or special law to the contrary, the licensing authority of the Town of Topsfield may grant a second license for the sale of wines and malt beverages not to be drunk on the premises under Section 15 of said Chapter 138; provided, however, that the

selling of wines and malt beverages shall be incidental to the sale of food or other products. The license shall be subject to all of said Chapter 138 except said Section 17.

SECTION 2. This act shall take effect upon its passage.”

The motion was made, and seconded. There being no further discussion, the vote was immediately taken.

The motion for positive action on Article Third, as presented, passed by an overwhelming majority.

The Moderator stated he would now entertain a motion to dissolve the Special Town Meeting of June 21, 2005, as the business of this Town Meeting was concluded. The motion was made, seconded and voted unanimously. The Special Town Meeting dissolved at 8:29 p.m. There were two hundred and forty (240) registered voters in attendance.

Attest:

A handwritten signature in cursive script, reading "Beverly Ann Guarino", written over a horizontal line.

Beverly Ann Guarino, CMC/MMCA/MMC
Town Clerk

State Primary Election

St. Rose Church Hall 12 Park Street
September 14, 2004 7:00 am. to 8:00 pm.

The Town Clerk opened the polls at 7:00 am. The poll workers were sworn as follows:

Joan Glatz, *Warden*
Dotty Roberts, *Deputy Warden*
Fred Glatz, *Poll Constable*

Ballot Clerks and Tellers:

Maxine Crocker, Yolanda Marciano, Dot Marciano, Alice Liston, Mary Jane Kuszmar, Florence Lear, Doris Kuhn, Barbara Adams and Sally Cabral.

The Town Clerk announced at 8:15 p.m. that 135 registered voters had cast their ballots by party as follows:

Republican State Primary ballots cast:87
Democratic State Primary ballots cast:.....48
Green-Rainbow Primary ballots cast:0
Libertarian State Primary ballots cast:.....0

The Republic State Primary ballots were cast as follows:

Representative in Congress - 5th District
Stephen P. O'Malley, Jr. 74
Others 1
Blanks 12

Councillor - 5th District
Others 3
Blanks 84

Senator in General Court - 2nd Essex District
Others 4
Blanks 83

Representative in General Court - 13th Essex District
Judith F. Judson..... 80
Others 0
Blanks 7

Sheriff – Essex County
Frank G. Cousins, Jr..... 79
Others 0
Blanks 8

The Democratic State Primary ballots were cast as follows:

Representative in Congress - 5th District
John F. Tierney 43
Others 0
Blanks 5

Councillor – 5th District
Mary-Ellen Manning..... 39
Others 0
Blanks 09

Senator in General Court - 2nd Essex District
Frederick E. Berry 43
Others 0
Blanks 5

Representative in General Court - 13th Essex District
Theodore C. Speliotis 45
Others 1
Blanks 2

Sheriff – Essex County
William F. Murley 30
Others 3
Blanks 15

There were no Libertarian ballots cast.

There were no Green-Rainbow ballots cast.

Attest:



Beverly Ann Guarino, CMC/MMCA/CMMC, Town Clerk

State Election

St. Rose Church Hall 12 Park Street
November 2, 2004 7:00 am. to 8:00 pm.

The Town Clerk opened the polls at 7:00 am. The poll workers were sworn as follows:

Joan Glatz, *Warden*
Dotty Roberts, *Deputy Warden*
Fred Glatz, *Poll Constable*

Ballot Clerks and Tellers:

Maxine Crocker, Yolanda Marciano, Dot Marciano, Alice Liston, Mary Jane Kuszmar, Florence Lear, Doris Kuhn, Barbara Adams, Mary Brown, Linda Lightfoot, Mary Lou Tingle, Betty Kruck, Marion Kimball, and Virginia Vitale.

The Town Clerk announced at 9:30 pm that 3732 registered voters had cast their ballots as follows:

Electors of President and Vice President

Badnarik and Campagna.....	32
Bush and Cheney	1889
Cobb and La Marche	16
Kerry and Edwards.....	1731
Nader.....	12
Mc Cain.....	06
Others.....	02
Blanks	44

Representative in Congress - Sixth District

John F. Tierney	2018
Stephen P. O'Malley, Jr.	1518
Others	0
Blanks	196

Councillor - Fifth District

Mary-Ellen Manning.....	2245
Others	26
Blanks	1461

Senator In General Court – Second Essex District

Frederick E. Berry	2326
Others	27
Blanks	1379

Representative In General Court – Thirteenth Essex District

Theodore C. Speliotis	1442
Judith F. Judson.....	2120
Others	01
Blanks	169

Sheriff – Essex County

Frank G. Cousins, Jr.	2618
William F. Murley	822
Others	01
Blanks	291

QUESTION 1: This question is not binding.

Shall the state senator from this district be instructed to introduce and vote in favor of legislation making possession of marijuana a civil violation, like a traffic ticket instead of a criminal offense, and requiring police to hold a person under 18 cited for possession until the person is released to a parent or guardian or brought before a judge?

Yes.....	2127
No.....	1349
Blanks	256

QUESTION 2: This question is not binding.

Shall the state representative from this district be instructed to vote in favor of legislation requiring that in all separation and divorce proceedings involving minor children, the court shall uphold the fundamental rights of both parents to the share and physical and legal custody of their children and the children's right to maximize their time with each parent, so far as is practical, unless one parent is found unfit or the parents agree otherwise, subject to the requirements of existing child support and abuse prevention laws?

Yes.....	2914
No.....	457
Blanks	361

Attest:



Beverly Ann Guarino, CMC/MMCA/CMMC, Town Clerk

Appendix A: Fiscal Year 2006 General Operating Budget

Approved
Appropriation
2004-2005

FY 2006 GENERAL OPERATING BUDGET

Recommended
Appropriation
2005-2006

ELECTED OFFICERS

50.00.....	MODERATOR:	50.00
.....	SELECTMEN:	
1,500.00.....	Chairman	1,500.00
1,500.00.....	Clerk	1,500.00
1,500.00.....	Member	1,500.00
ASSESSORS:		
1,500.00.....	Chairman.....	1,500.00
1,500.00.....	Clerk.....	1,500.00
1,500.00.....	Member	1,500.00
49,707.00.....	TOWN CLERK:	51,835.00

PLANNING BOARD:

200.00.....	Chairman.....	200.00
250.00	Clerk	250.00
50.00.....	Member	50.00
50.00.....	Member	50.00
50.00	Member	50.00

GENERAL GOVERNMENT

Moderator:		
50.00.....	Salary	50.00
50.00.....	TOTAL: Moderator	50.00
Selectmen:		
70,054.00	Salaries	72,292.00
67,290.00.....	Wages	70,127.00
33,273.00.....	Other	34,414.00
170,617.00.....	TOTAL: Selectmen	176,833.00
Selectmen's Special:		
69,200.00.....	Other	73,200.00
69,200.00.....	TOTAL: Selectmen Special	73,200.00

Appendix A: (continued)

Parking Clerk:		
175.00	Other	125.00
175.00	TOTAL: Parking Clerk.....	125.00
Finance Committee:		
2,000.00	Wages.....	2,000.00
1,850.00	Other	1,850.00
3,850.00	TOTAL: Finance Committee	3,850.00
Town Website/Cable Advisory:		
920.00	Wages.....	5,400.00
3,500.00	Other	3,500.00
4,420.00	Total: Town Website/Cable Advisory	8,900.00
Cable Advisory:		
1,780.00	Wages.....	—
1,780.00	Total: Cable Advisory	—
Town Accountant:		
56,190.00	Salaries	58,215.00
31,677.00	Wages.....	30,409.00
17,980.00	Other	21,555.00
105,847.00	TOTAL: Town Accountant	110,179.00
Board of Assessors:		
60,690.00	Salaries	62,965.00
31,677.00	Wages.....	33,227.00
14,900.00	Other	16,300.00
107,267.00	TOTAL: Assessors	112,492.00
Town Treasurer and Collector:		
52,964.00	Salaries	55,791.00
63,354.00	Wages.....	65,005.00
27,965.00	Other	28,675.00
144,283.00	TOTAL: Town Treasurer & Coll.	149,471.00
Town Hall:		
30,441.00	Wages.....	32,221.00
67,518.00	Other	74,590.00
97,959.00	TOTAL: Town Hall.....	106,811.00
School Street Building:		
800.00	Other	820.00
800.00	TOTAL: School Street Building	820.00

	Personnel Board:	
300.00	Other	300.00
300.00	TOTAL: Personnel Board.....	300.00
	Town Clerk:	
49,707.00	Salary	51,835.00
17,549.00	Other	14,005.00
93,343.00	TOTAL: Town Clerk.....	92,985.00
	Trust Fund Clerk:	
1,000.00	Salary	1,000.00
100.00	Other	100.00
1,100.00	TOTAL: Trust Fund Clerk	1,100.00
	Conservation Commission:	
37,088.00	Salary	37,929.00
37,088.00	TOTAL: Conservation Commission.....	37,929.00
	Planning Board:	
600.00	Salaries	600.00
4,072.00	Wages.....	29,340.00
1,958.00	Other	1,958.00
6,630.00	TOTAL: Planning Board.....	31,898.00
	Zoning Board of Appeals:	
745.00	Wages.....	745.00
1,100.00	Other	1,100.00
1,845.00	TOTAL: Zoning Board of Appeals	1,845.00
846,554.00	SUB-TOTAL: GENERAL GOVERNMENT	908,788.00

PUBLIC SAFETY

	Police Department:	
133,862.00	Salaries	141,754.00
817,091.00	Wages.....	889,546.00
98,303.00	Other	102,330.00
1,049,256.00.....	TOTAL: Police Department.....	1,133,630.00
	Fire Department:	
89,364.00	Salaries	89,364.00
310,566.00	Wages.....	392,698.00
79,305.00	Other	82,410.00
479,235.00	TOTAL: Fire Department	564,472.00
	Ambulance Services:	
45,200.00	Other	45,500.00
45,200.00	TOTAL: Ambulance Service.....	47,500.00

Appendix A: (continued)

	Inspectional Services:	
59,520.00	Salaries	62,164.00
16,376.00	Wages	17,785.00
4,789.00	Other	5,114.00
80,685.00	TOTAL: Inspectional Services	85,063.00
	Sealer Weights & Measures:	
1,500.00	Salary	1,500.00
100.00	Other	100.00
1,600.00	TOTAL: Sealers Weights & Measure	1,600.00
	Animal Control Officer:	
8,500.00	Salary	8,500.00
10,100.00	TOTAL: Animal Control Officer	10,100.00
	Animal Inspector:	
6,180.00	Salary	6,365.00
1,340.00	Other	1,840.00
7,520.00	TOTAL: Animal Inspector	8,205.00
1,673,596.00	SUB-TOTAL: PUBLIC SAFETY	1,850,570.00

EDUCATION ELEMENTARY SCHOOLS

408,576.00	General Administration	462,153.00
2,555,198.00	Instructional Salaries	2,683,422.00
90,974.00	Instructional Materials	191,959.00
116,459.00	Other School Services	125,367.00
161,505.00	Transportation Regular	186,303.00
156,815.00	Fuel & Power	200,195.00
397,920.00	Bldg. Oper. & Main	373,926.00
1,404,716.00	Special Needs	1,251,953.00
5,292,163.00	TOTAL: Elementary Schools	5,475,278.00
5,292,163.00	SUB-TOTAL - ELEMENTARY SCHOOLS	5,475,278.00

PUBLIC WORKS AND FACILITIES

	General Highway:	
65,554.00	Salary	67,792.00
168,818.00	Wages	174,100.00
126,647.00	Other	203,695.00
361,019.00	TOTAL: General Highway	445,587.00
	Snow and Ice:	
64,382.00	Wages	65,718.00
102,605.00	Other	105,105.00
166,987.00	TOTAL: Snow and Ice	170,823.00

	Street Lights:	
16,000.00	Other	16,800.00
16,000.00	TOTAL: Street Lights.....	16,800.00
544,006.00	SUB-TOTAL: PUBLIC WORKS	633,210.00

HUMAN SERVICES

	Board of Health:	
51,280.00	Salary	54,414.00
2,800.00	Wages	4,500.00
14,470.00	Other	14,440.00
68,550.00	TOTAL: Board of Health	73,354.00

	MSW Collection, HHW & Recycling	
324,210.00	Services	330,544.00
324,210.00	TOTAL: MSW Collection, HHW & Recycling.....	330,544.00

	Recycling:	
7,250.00	Other	7,250.00
7,250.00	TOTAL: Recycling	7,250.00

	Council On Aging:	
37,088.00	Salary	38,417.00
36,151.00	Wages	37,931.00
3,140.00	Other	3,275.00
76,379.00	TOTAL: Council On Aging	79,623.00

	Tri Town Council:	
19,468.00	Services	19,955.00
9,468.00	TOTAL: Tri-Town Council	19,955.00

	HAWC:	
1,000.00	Other	1,000.00
1,000.00	TOTAL: HAWC	1,000.00

	Veterans' Benefits:	
1,600.00	Other	1,600.00
1,600.00	TOTAL: Veterans' Benefits	1,600.00

	Soldiers & Sailors Graves:	
750.00	Other	750.00
	TOTAL: Soldiers & Sailors Graves	750.00

499,207.00	SUB-TOTAL: HUMAN SERVICES	514,076.00
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Appendix A: (continued)

CULTURE & RECREATION

Library:		
153,659.00	Salaries	163,168.00
130,130.00	Wages	134,008.00
97,479.00	Other	107,398.00
381,268.00	TOTAL: Library.....	404,574.00
Park and Cemetery Department:		
56,190.00	Salary	57,465.00
124,824.00	Wages	128,934.00
54,784.00	Other	56,204.00
235,798.00	TOTAL: Park & Cemetery Dept.....	242,603.00
Tree Department:		
2,654.00	Salary	2,714.00
2,795.00	Wages	2,860.00
8,450.00	Other	8,450.00
13,899.00	TOTAL: Tree Department.....	14,224.00
Memorial Day/Veteran's Day:		
2,000.00	Other	3,400.00
2,000.00	TOTAL: Memorial Day/Veteran's Day	3,400.00
Historical Commission:		
500.00	Other	500.00
500.00	TOTAL: Historical Commission	500.00
633,465.00	SUB TOTAL: CULTURE & RECREATION	665,301.00

DEBT SERVICE

489,500.00	Long-Term Debt Principal	509,500.00
572,947.00	Long -Term Debt Interest	554,168.00
10,000.00	Interest for Temporary Loans	10,000.00
5,600.00	Issue Cost.....	5,600.00
1,078,047.00	TOTAL: DEBT SERVICE.....	1,079,268.00
1,078,047.00	SUB TOTAL: DEBT SERVICE	1,079,268.00

OTHER EXPENDITURES

Pensions:		
420,927.00	Essex Retirement.....	473,082.00
420,927.00	TOTAL: Pensions	473,082.00

	Insurance:	
183,751.00	Liability/Accident/Workmen's Compensation	198,542.00
882,003.00	Life/Medical/Medicare	1,040,017.00
20,000.00	Unemployment	25,000.00
1,085,754.00	TOTAL: Insurance.....	1,263,559.00
1,506,681.00	SUB-TOTAL OTHER EXPENDITURES.....	1,736,641.00
12,073,719.00.....	TOTAL BUDGET RECOMMENDATION	12,863,132.00

Financial Reports

Note:

All financial data cover the period July 1, 2004 through June 30, 2005

Auditors' Report

The Independent Auditors' Report on General Purpose Financial Statements for the Town of Topsfield was conducted by Guisti, Hingston and Company, Certified Public Accountants on January 26, 2006.

A copy of this report is on file with the Board of Selectmen.

Town Audit

An audit of the Town of Topsfield's June 30, 2005 basic financial statements was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards as issued by the Comptroller General of the United States.

The auditor's opinion on the financial statements was unqualified.

The audited financial statements are available for inspection in the Town Clerk's office as required under MGL Chapter 44, Section 40.

Audited Financial Statements – Guisti, Hingston and Company, Certified Public Accountants

Report of the Board of Assessors

John W. Minnehan was re-elected to the Board of Assessors in May of 2005. As of this writing Vision Appraisal Services is in the final phase of a full re-measure and re-list of all properties in the town which must be done every nine years. The Board is in the process of preparing for the Fiscal 2007 triennial update. As always, the Board encourages property owners to come in and review their property record cards.

Respectfully submitted,

Eldon D. Goodhue, *Chairman*

John J. McArdle, *Clerk*

John W. Minnehan, *Member*

Full and Fair Cash Valuations as of January 1, 2004 for Fiscal 2005

Real Property:	Residential	\$1,071,730,041
	Open Space	0
	Commercial	53,536,289
	Industrial	14,020,000
	Total Real Property	\$1,139,286,330
Personal Property:	Business Accounts	3,508,419
	Utility Accounts	7,082,590
	Total Personal Property	10,591,009
Total Taxable Real and Personal Property:	1,149,877,339
Exempt Property:	65,191,500
Total Valuation of All Property:	\$1,215,068,839
Tax Rate (Per \$1,000 Valuation):	\$12.06
Levy (Total taxes assessed for state, county and town purposes including overlay)		
	On Real Property	\$13,739,793.14
	On Personal Property	\$127,727.57
	Total Levy	\$13,867,520.71
Motor Vehicle and Trailer Excise Received in Calendar 2004		
	2003 Registered Cars	255
	2004 Registered Cars	6,772
	Commissioner's Total Value:	\$46,467,400.00
	Excise Tax Total:	\$930,270.41

Report of the Capital Program Committee

Introduction

The Capital Program Committee (CPC) serves as an advisory committee to the Finance Committee and the Selectmen on matters concerning proposed capital expenditures for individual projects whose value is in excess of \$5,000 for the purchase of equipment, or in excess of \$10,000 for the acquisition of land or the construction or repair of buildings. Departments, boards and commissions submit any proposed capital requests on a standard form to the CPC to support their requests. Each Town department is requested to submit a five-year plan of their capital requirements to the CPC each year and a five-year plan is then summarized and submitted to the Finance Committee. After review and consideration, the plan is discussed in a joint meeting among the Finance Committee, Selectmen and CPC. Projects which are selected for presentation to the Town at the next Town Meeting are then added to the warrant and subject to the vote of the Town.

Fiscal 2005 Highlights

The CPC received requests totaling \$1,912,187 including \$734,500 from the Water Department, for expenditure or commitment during fiscal year 2006, and recommended a total of \$1,663,163, including \$734,500 for the Water Department for consideration by the Selectmen and Finance Committee. The significant items recommended in order of priority are listed in the table below.

Due to the fiscal constraints placed on the fiscal 2006 gross operating budget, the Finance Committee recommended for positive action the Town Hall Computer Upgrade, the Library's Exterior Repairs, and the Replacement of the Proctor School Gym Floor and the three Water Department Projects that are funded by the Water Enterprise Reserve Fund. The Police ADA Study, the Installation of the Drain Tank and the Final Design for the Fire Station Renovations were not recommended and not placed on the warrant for Town Meeting action. The remaining capital items were recommended by the Finance Committee and supported by the Board of Selectmen contingent on a capital expenditure exclusion that was Question Three on the ballot. This ballot question was not approved by the voters at the May 5, 2005 Town Election.

Respectfully submitted,

David G. Strachan, *Chairman*

A. Richard Gandt

Boyd R. Jackson

John P. Kinhan

Dennis B. Shinn

Town Hall Computer Upgrade	12,600.00
Engineering for Bridge Reconstruction	50,000.00
Library Exterior Repairs & Painting	25,500.00
Installation of Drain Tank at Police Station	7,500.00
Park & Cemetery One Ton Four Wheel Drive Dump Truck	37,500.00
Final Design for Town Hall Renovations & Addition	150,000.00
Replacement of Proctor School Gym Floor	53,247.00
Purchase of Highway Multi-Purpose Tractor	95,000.00
Police ADA Study	15,000.00
Refurbish Engine No. 3	50,000.00
Replace Police Cruiser	31,500.00
Final Design for Fire Station Renovations	220,000.00
Purchase of Cable Presentation Equipment	10,000.00
Purchase of Two Ambulances	170,816.00
Replacement of Washington Street Water Main Project	550,000.00
Replace Chassis & Cab for 1995 Water Truck	34,500.00
Replacement of Water Meters	150,000.00
Total	\$1,663,163.00

Report of the Finance Committee

The following report was presented at the Annual Town Meeting by Robert Winship on May 3, 2005

Your Finance Committee, the Capital Program Committee, all of the department managers, the numerous boards and commissions and the Selectmen have been working on the budget for our next fiscal year since last November. Countless hours of discussion and number crunching have once again brought us to the budget proposal which we will present to you tonight. The numbers have been scrutinized and honed by dozens of volunteer citizens over these past five months. The bottom line final result is a budget which will result in an increase in the total tax levy of \$587,000, or 4.1% more than the current fiscal year. This increase in spending is based on the Fin Com budget recommendations and will increase substantially if the spending articles on the warrant which are not in our recommended budget are in fact appropriated by this Town Meeting and at the polls.

Part of the increase in the general operating budget is the result of two proposed additions to the Town's staff. These two positions are an additional full-time firefighter and a part-time Town Planner.

During our deliberations we received a request from the Fire Chief, with the support of the Selectmen, to add one firefighter to the full time staff of the Fire Department. The Chief has pointed out that with the current staffing, the firehouse is unmanned or manned with a single firefighter during times when the call firefighter team is unlikely to respond with sufficient force to meet an emergency need. With the addition of one new firefighter and additional paid coverage by call firefighters, the firehouse will be staffed from 6am to 6pm, seven days a week. The Finance Committee is supporting this staff increase and the additional cost of about \$80,000 is included in the Fire Department budget in article three of the warrant.

The Planning Board and the Conservation Commission have identified the need for a person to coordinate the implementation and enforcement of the Town's long range plan and numerous bylaws which govern development of property in the Town. Under the present organization, there is limited coordination among the parties who evaluate plans submitted to the Town and issue permits for construction. The process has simply become too complicated and technically involved for volunteer boards to adequately address all of the issues in a coordinated manner. The Selectmen and

the Fin Com concur that the Town needs a person to fill this need and serve as a one-stop service for anyone seeking the necessary permits for work in the Town. Under statute, a fee may be assessed for this one-stop service and part of the cost of the position will likely be defrayed in this manner. Article three includes the cost of a part time Town planner, budgeted at \$25,000.

As you are well aware, the cost of education is our single biggest budget category. We all understand that education is expensive, but as Derek Bok, former president of Harvard once said, "If you think education is expensive, try ignorance." Education generally consumes about 60% of our total Town budget. The Fin Com has worked with both the Elementary Schools and Masco to keep the cost increase for next year at a reasonable level. As I have mentioned to you in past years, our Pre-k through six student population is declining and we will see one less classroom in Topsfield next year. The trend of declining Pre-k through six enrollment has been confirmed this year in a study commissioned by the Tri-Town School Union. That study by the New England School Development Council, also known as NESDEC, projects continuing declines in enrollment for the next nine years under the assumption of no new development in Town. Specifically the report projects a decline of 100 students by fiscal year 2014, from the current level of 741. These reduced student populations will of course roll into Masco over the coming years.

Joel will tell you more about Masco when we address article six, the Masconomet budget. But as a preliminary, let me say that we worked with Boxford and Middleton last fall to create a budget guideline for Masco which the Finance Committees of all three towns could support. The guideline which we collectively set allowed Masco to increase its gross operating budget by 5%. Masco was successful in meeting our guideline and the assessment in Article six reflects a very successful effort on their part to meet a tough budget objective.

Earlier I told you that the total tax levy is projected to increase by 4.1% under the budget recommended by the Finance Committee. I want to stress a couple of points about this projection. First of all we have received a one time special reimbursement of \$314,000 from the new School Building Assistance Authority related to the Masconomet construction project. These funds were received as a result of the restructuring of the manner in which State aid for

school construction is handled. If we had not received that one-time cash infusion, our total tax levy would have increased by 6.4% rather than 4.1%.

The Fin Com is supporting the spending items in the general override Question 1 on the ballot in the amount of \$196,000. This recommended spending covers the cost of schools and the operation of Town departments and administrative functions.

The Fin Com is also supporting the spending items which are the subject of Question 2 on the ballot. Question 2 addresses an override to fund a group of capital expenditures including a new police cruiser and a new multi-purpose tractor. These purchases are to replace existing vehicles which have reached the end of their useful lives. This Question 2 override also funds a new truck for the Park and Cemetery Department, the design work for repairing two bridges which are in serious disrepair and the refurbishment of one of our fire trucks in order to extend its useful life. The Finance Committee considers all of these investments to be prudent.

Furthermore, I want to point out that the budget recommended by the Finance Committee does not include spending for items included in the last three override questions on the ballot. The Fin Com does not support the Town Hall project, the expansion of the staff for the Fire Department over and above the addition of the one firefighter that is included in the recommended Fire Department budget, or the purchase of the ambulances in question 5. If the Town votes to support these last three override ballot questions, spending for next year will increase by another \$439,000 and the total tax levy will increase by 9.3% over the current fiscal year.

In closing I want to say a few words about overrides. Proposition 2 ½ sets a cap on our spending each year through the calculation of the maximum allowable levy. Our spending can not exceed the maximum allowable levy without an override. Our allowable spending increase for fiscal year 2006 is \$454,000. I will take just three components of our budget for next year to demonstrate why we are requesting an override to support the recommended spending for next year. First of all, our budget for pensions and insurance will increase by \$230,000. Secondly, you will remember that we had a few snowstorms last winter and our snow plowing budget was overspent by \$165,000. Thirdly, our elementary school budget is increasing by \$183,000 under a tight budget constraint. The sum of these three budget items alone exceeds the allowable increase in spending under Prop 2 ½ by \$124,000. So even before we can fund our general payroll increases, the increased cost of utilities, natural gas,

diesel fuel and increased capital expenditures we are already in override territory. The math is fairly straightforward.

I always like to end these comments with a word about our fine Town. This time let me tell you about one day last winter as I was walking from Town Hall to the Library. It was not long after one of our many snowstorms and the path from the street to sidewalk to the Library was blocked by plowed snow. One of our neighbors had parked his car by the path and was busy clearing the way with the snow shovel which he had taken from the trunk of his car. This says in one small way, "what a nice town we have here".

Thank you.

The following letter was sent to Topsfield voters prior to the 2005 Annual Meeting:

April 25, 2005

Dear Fellow Citizens:

The Finance Committee has completed its review of the Town's operating budget and warrant articles and prepared recommendations for fiscal year 2006 (FY06) which are to be voted upon at the Annual Town Meeting to be held at 7PM on May 3, 2005. These articles have been placed on the warrant by the Board of Selectmen on their behalf and on behalf of other Town Boards and by Citizen Petition. This letter outlines some of the significant issues and facts as determined by our committee.

Total Budget

The FY06 budget recommended by the Finance Committee (Fin Com) includes total appropriations in the amount of \$19,027,222 representing an increase of 4.6% over FY05. After making adjustments for State aid and other revenues and assessments, the total to be raised through real estate taxes will be \$14,384,969, an increase of 4.1% over FY05. Due to a change in the way State aid for school building assistance is determined, the Town received a non-recurring payment of \$314,924 in FY05 which will be applied against the FY06 Masconomet assessment. Absent this one-time benefit, the increase in real estate taxes would be 6.2% over FY05.

The Fin Com is recommending no action on three warrant articles: the addition of four firefighters, purchase of two ambulances and the design of the Town Hall expansion and ADA compliance. If these articles are funded and an ambulance service is initiated, the tax levy would increase an additional \$376,385, or 2.6%. This number is net of an estimated ambulance service income of \$63,000 assuming the service is initiated on January 1, 2006.

Operating Budget

The FY'06 operating budget (warrant article 3) recommended by the Fin Com is \$12,863,132, or an increase of 6.5% over FY05. The table below compares FY05 to the Fin Com's proposed FY06 budget:

Category	Budget '05	Proposed '06	Change	% Change
Pensions & Ins.	\$ 1,506,681	\$ 1,736,641	\$ 229,960	6.5 %
Local Government	\$ 4,196,828	\$ 4,571,945	\$ 375,117	8.9 %
Elementary Schools	\$ 5,292,163	\$ 5,475,278	\$ 183,115	3.5 %
Debt Service	\$ 1,078,047	\$ 1,079,268	\$ 1,221	0.1 %

Your Fin Com recommends positive action on ten of the capital and maintenance articles that support the Town's existing services. They include repairs to the Library, Proctor gym floor, and three Water Department requests. In addition, recommended articles include bridge and fire

Primary increases in the FY06 Local Government budget include:

- Annual pay raises, step raises in accordance with the salary and wage grids as recommended by the Personnel Board, longevity bonuses in the estimated amount of \$25,000 for non-union employees with more than ten years of continuous service and pay increases under union contracts.
- The Pensions and Insurance obligations for the Town are budgeted to increase by \$229,960.
- The addition of one full time firefighter plus additional coverage by call firefighters to permit staffing of the Firehouse with two firefighters from 6am through 6pm every day. Currently the Firehouse is staffed from 6am to 6pm, Monday through Friday, with at least one firefighter. These staffing additions, driven by annual increases in the number of medical and other service calls, will cost approximately \$80,000.
- At the recommendation of the Zoning Board of Appeals and the Planning Board, the addition of a part time Land Use Planner has been proposed at a cost of \$25,000 per year. This expansion of staff is recommended in order to meet the growing demand and complexities associated with the property development process.

Capital Expenditures and Other Warrant Articles

The Town Warrant includes requests for capital and maintenance funding in FY06, and changes and additions to the Town's bylaws. Where bylaw modifications have fiscal implications, their effects tend to be in the future rather than FY'06.

apparatus repairs, an additional dump truck and replacement of a tractor and police cruiser. Funding the latter five articles would also require a yes vote on the related override questions at the Town Election.

We recommend no action on two capital requests: the design for the expansion and ADA compliance of Town Hall and the addition of two ambulances. While the Town Hall request is for design funds, it is essentially a request to proceed with a \$4m expansion to the Town Hall. The request for ambulances would support the expansion of the Fire Department into a medical transport, fee-for-service operation. The Fin Com does not feel that these requests are fiscally prudent at this time. Funding these articles would also require a yes vote on the respective override questions at the Town Election.

We recommend no action on the additional funding for the 24/7 operational staff expansion of the Fire department. The addition of four firefighters, who would staff the ambulances as well as perform firefighting duties, would add significant recurring cost to the Town. Funding this article would also require a yes vote on the related override question at the Town Election.

We recommend positive action on thirteen of the proposed bylaw articles. Four deal with protecting wetland, natural and historic resources. The three agriculture related articles complement the State's existing laws. Four articles encourage commercial development and one effects phased growth. Some, particularly commercial development, would have a potentially positive fiscal impact. All could effect the character of Topsfield in ways we believe, on balance, would be positive.

We recommend no action on the three proposed bylaw articles that deal with elderly housing districts (EHD) and the related affordable housing trust. One would create a trust with fiduciary responsibilities for affordable housing. A second would change the existing EHD bylaw to allow the generation of funds for the trust. The third would approve an EHD on a parcel where a comprehensive plan has not yet been provided. The Fin Com does not believe the fiscal value, if any, outweighs the risks associated with the proposed changes.

Other Factors

Our current projections, based on the information most recently provided by the State legislature and included in the Governor's proposed budget, show a \$141,631 or 7.6% increase over FY05 in State Aid from various sources such as School Building Assistance, Chapter 70 School Aid, Lottery, etc.

Finally we come to Masconomet. Masco has been successful in meeting the Fin Com guideline provided jointly by Topsfield, Middleton and Boxford. Masco's total spending will increase by no more than 5% over the current year notwithstanding increasing enrollment, contractual labor rate increases and an enormous increase in healthcare costs.

The Finance Committee, after consulting with the Selectmen, Department heads and Town Boards and Commissions, is providing recommendations that we believe to be considerate of both the ideals and financial constraints of your community. We encourage you to participate in the annual town meeting, and to give careful consideration to both the immediate and long-term implications of the important decisions before you.

Respectfully submitted,
Topsfield Finance Committee

Robert Winship, *Chairman*
Heidi Bond
Trudi Perry
Dick Gandt
Joel Uchenick
Mark Manning
Dana Warren

Report of the Town Accountant

Pursuant to the General Laws of Massachusetts Chapter 41 Section 61, I submit herewith the reports and accounts of Topsfield for the fiscal year ending June 30, 2005. Contained therein are statements of Town Debt, Revenue, Appropriations and Expenditures and a Balance Sheet as of June 30, 2005.

Respectfully submitted,

Pamela J. Wood
Town Accountant

Statement of Town Debt

As of June 30, 2005

Outstanding Debt - July 1, 2004

Multi-Purpose 2001	3,750,000.00	
Multi-Purpose 2002	8,770,000.00	
		<u>\$12,520,000.00</u>

Less Debt Retired During the Year:

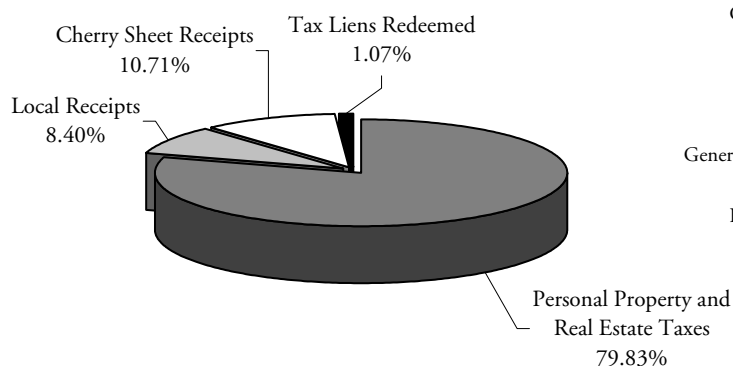
Multi Purpose 2001	175,000.00	
Multi-Purpose 2002	320,000.00	
		<u>495,000.00</u>

Outstanding Debt - June 30, 2005		<u>\$12,025,000.00</u>
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Fiscal 2005

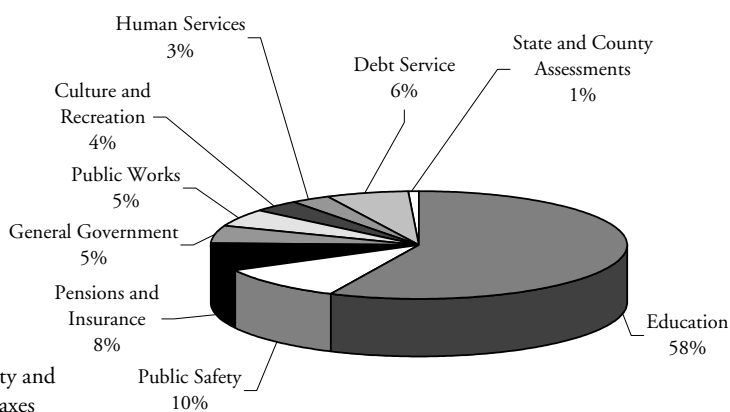
General Fund Revenues

(See pages 104 through 112)



General Fund Expenditures

(See pages 113 through 123)



TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2005

					ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
GENERAL FUND REVENUE							
Taxes							
Personal Property:							
Levy of 2005	\$	126,200.80					
Levy of Prior Years		2,268.00		\$	128,468.80	\$ 127,727.54	\$741.26
Real Estate:							
Levy of 2005		13,424,232.06					
Levies of Prior Years		209,628.63			13,633,860.69	13,739,793.05	(105,932.36)
Tax Liens:							
Redeemed					183,766.78		183,766.78
Other Tax Revenue:							
Withdrawal Penalty Tax Ch 61A					0.00		0.00
Motor Vehicles Excise:							
Levy of 2005		639,099.78					
Levy of 2004		195,380.20					
Levies of Prior Years		15,736.05			850,216.03	825,000.00	25,216.03
Interest & Penalties on Taxes:							
Real & Personal Property		26,653.17					
Motor Vehicle Excise		3,836.88					
Tax Liens		165,525.85			196,015.90	33,500.00	162,515.90
In Lieu of Taxes		49,230.12			49,230.12	48,000.00	1,230.12

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2005

				ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Other Charges for Services:						
Town Hall - Copier		864.75				
Assessors - Sale of Maps		1,222.84				
Accident Report & Miscellaneous		871.00				
Firearms Licensing		1,400.00				
Tax Collector - Municipal Liens		6,100.00	10,458.59	12,000.00	(1,541.41)	
Fees:						
Tax Collector Demands		7,712.82				
Deputy Collector		7,177.00				
Town Clerk Fees		18,625.60				
Town Clerk Dog License Fees		10,297.00				
Town Clerk UCC Filings						
Planning Board Fees		4,550.00				
Zoning Board Fees		950.00				
Animal Control Officer		140.00				
Police Special Detail		34,112.61				
Fire Special Detail		5,230.66	88,795.69	58,000.00	30,795.69	
Other Departmental Revenue:						
Conservation Commission		900.00				
Planning Board						
Recycling Committee		891.10				
Recycling Sticker Program		62,350.00				
Sealer of Weights & Measures		1,260.00	65,401.10	76,000.00	(10,598.90)	

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2005

					ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Licenses & Permits:							
Alcohol License				900.00			
Auction Permits				255.00			
Building Permits				86,916.26			
Class I & II Licenses				2,200.00			
Electrical Permits				20,834.00			
Fairgrounds Permits				31,870.00			
Fire Permits				24,747.00			
Food Licenses				8,350.00			
Gas Permits				7,295.00			
Installer Permits				4,770.00			
Massage Therapy Permits				1,000.00			
Milk Licenses				100.00			
Miscellaneous Permits				1,725.00			
Plumbing Permits				8,490.00			
Septic Permits				35,255.00			
Sign Permit				60.00			
Street Opening Permits				325.00			
Tobacco Sales				75.00			
Victualler License				300.00			
Well Permits				825.00			
					236,292.26	162,000.00	74,292.26

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2005

			ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
State Aid - Cherry Sheet:					
Abatements to Elderly	3,016.00			3,012.00	
Abatements to Vets, Blind, Surv Spouses	3,838.00			4,563.00	
State Owned Land	61,039.00			61,100.00	
School Aid - Chapter 70	583,120.00			583,120.00	
“ - School Choice Assessment					
“ - School Bldg. Asst.	542,622.00			542,622.00	
Additional Assistance	253,284.00			253,284.00	
Police Career Incentive	29,086.94			30,364.00	
Lottery	369,587.00			369,587.00	
	1,845,592.94		1,845,592.94	1,847,652.00	(2,059.06)
Fines & Forfeits:					
Court Fines	7,887.50				
Parking Fines	825.00				
RMV Charges	38,807.50				
			47,520.00	52,000.00	(4,480.00)
Earnings on Investments:	67,626.37				
Transfer to Enterprise Fund	(26,833.20)		40,793.17	15,000.00	25,793.17

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2005

					ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Miscellaneous:							
Town of Middleton reimb Ambulance Service				10,219.28			
Return Check Fees				525.00			
Cancelled Payments Prior Year				2,294.78			
Betterment Lien				10.00			
Municipal Relief from Commonwealth				38,428.00			
Cable Committee				75.00			
Comcast (Cable fee)				984.50			
UCC Rebate from Commonwealth				1,238.16			
Library Fax Revenue				993.00			
Comm Dept Conservation Forest Fee Rebate				17.99			
Secure Horizons Tufts Refund				164.70			
Harvard Pilgrim Health Care Fund				137.25			
Blue Cross Blue Shield Refund				9.15			
Abandoned Property Comm of Mass				457.46			
Special Permit				100.00			
Estimated Receipts				2.28			
MIIA Workers Comp Rebate				5,161.00			
Verizon Refund				100.00			
Sale of Town Vehicle				1,505.00	62,422.55	38,903.00	23,519.55
Total General Fund Revenue & Other Financing Sources					17,438,834.62	18,883,227.59	403,259.03

TOWN OF TOPSFIELD

STATEMENT OF REVENUE – BUDGET VS. ACTUAL

FISCAL YEAR ENDING JUNE 30, 2005

OTHER SPECIAL REVENUE					ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Local Revenue:							
Cable Advisory Committee Gift/Grant					7,500.00		
Cemetery Revolving					15,391.73		
Conservation Fund Ch 40 S 8C					89.96		
Conservation Revolving Fund					32,008.62		
Conservation Wetland Fees					12,920.43		
Conservation Consulting Ch 44:53G					21,717.85		
Council on Aging Betsy Wogan Memorial Fund					0.00		
Council on Aging Gift					551.00		
Council on Aging Meals on Wheels					4,070.00		
Council on Aging Transportation Donation					2,294.40		
Fire Dept EMS Equipment Gift					350.00		
Insurance & Restitution-Council on Aging							
Insurance & Restitution-Highway					3,518.71		
Insurance & Restitution-Library					3,233.67		
Insurance & Restitution-School					24,961.22		
Library Gift, Miscellaneous					1,300.00		
Library Lost Book Revolving					247.00		
Open Space Fund Ch 40 S 8C					3.05		
Park Revolving Fund Ch 44 53 E 1/2					13,350.00		
Planning Board Consulting Ch 44:53G					2,505.47		
Police, D.A.R.E. Donation					4,549.00		
Police, Gift Account					1,500.00		
Police, Law Enforcement Trust							
Recreation & Park Revolving					6,529.00		
Sale of Cemetery Lots (includes int)					7,965.80		
Scholarship Fund Chapter 712					865.62		
School Cafeteria					182,431.33		

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2005

				ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
School Education Fund Chapter 71 26-93			540.00			
School Gift T E S P T O						
School - Historical Society Gift			5,000.00			
School Instrumental Music Rev			38,368.00			
School Lost Book Revolving			54.52			
School Pre-School Tuition Rev			182,398.38			
School Rental of Surplus			9,350.00			
School Student Activity Ch71:47			2,375.00			
Stabilization Fund Interest			5,985.32			
Zoning Board Consultant Fund Ch 44:53G			14.49	593,939.57		
State Revenue:						
Council on Aging Formula Grant			6,554.00			
Cultural Council			2,000.00			
Extended Polling Hours			746.00			
Fire Local Preparedness Grant			12,820.00			
Fire MEMA Certification Grant			987.00			
Fire Safety Equipment Grant			21,000.00			
Fire Safety Grant			1,029.58			
Highway - Chapter 90			163,108.12			
Library - LIG/MEG Grant			11,083.57			
Library - Science Technology Grant			0.00			
Library - Supplemental Grant			600.00			
Police-GHSB Grant			7,090.47			
School - School Foundation Enrollment Aid FY 05			10,000.00			
School - Academic Support Grant			0.00			
School - Circuit Breaker Grant FY04			5,520.00			
School - Circuit Breaker Grant FY05			76,378.00	318,916.74		

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2005

				ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
Federal Revenue:						
Council on Aging Title III Grant		2,650.00				
Fire - FEMA Assist Firefighters Grant		869.00				
Fire - Volunteer Fire Assistance		1,657.50				
Highway - FEMA/MEMA Snow & Ice		47,759.90				
Police Community Policing Grant		0.00				
School - Drug Free Schools		1,952.00				
School - Early Childhood Allocation		2,989.00				
School - Enhanced Educ through Technology		648.00				
School - SPED Corrective Action		5,000.00				
School - SPED Program Improvement		5,000.00				
School - Teacher Quality Grant		9,852.00				
School - Title 5 Grant		1,366.00				
School - 94-142 Allocation Grant		107,650.00				
				187,393.40		
Total Other Special Revenue				1,100,249.71		
TRUST FUND REVENUE						
Net Gain/Loss on Investments		268,156.13				
Total Trust Fund Revenue				268,156.13		

TOWN OF TOPSFIELD
STATEMENT OF REVENUE – BUDGET VS. ACTUAL
FISCAL YEAR ENDING JUNE 30, 2005

				ACTUAL REVENUE	BUDGETED REVENUE	Over/ (Under) BUDGET
WATER ENTERPRISE REVENUE						
User Charges & Connection Fees		679,468.45			642,396.00	37,072.45
Water Betterments		13,700.47			11,000.00	2,700.47
Water Betterments Tax Lien						
Non Recurring Miscellaneous		388.62				388.62
Insurance & Restitution Transfer from General Fund		1,760.15				1,760.15
Sale of Equipment						
Interest Income Transfer from General Fund		26,833.20		722,150.89	13,000.00	13,833.20
Total Water Enterprise Revenue				722,150.89	666,396.00	55,754.89
SOLID WASTE ENTERPRISE REVENUE						
Interest Income		6,213.41				
Total Solid Waste Enterprise Revenue				6,213.41		6,213.41
Total Revenue & Other Financing Sources - Fiscal 2005				\$ 19,535,604.76		

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2005

	Balance Forward 2004-2005	2005 Original Appropriation	2005 Transfers/ Adjustments	Receipts	Expended	Close to Treasury	Balance Forward to 2005-06
GENERAL GOVERNMENT							
Moderator		50.00			50.00	0.00	
Board of Selectmen							
Salaries		70,054.00			70,054.00	0.00	
Wages		67,290.00	12.00		67,301.75	0.25	
Other	297.00	33,273.00	1,867.36		34,636.71	800.65	
Selectmen's Special							
Other	7,471.56	69,200.00	43,265.00		93,767.36	13,211.81	12,957.39
Parking Clerk - Other		175.00			56.00	119.00	
Finance Committee							
Wages		2,000.00			1,626.21	373.79	
Other		1,850.00			619.96	1,230.04	
A2 Reserve Fund		175,000.00	(119,497.66)			55,502.34	
Transfers to:							
Selectmen's - Other			(1,867.36)				
Selectmen's Special - Other			(33,265.00)				
Accountant - Other			(9,688.00)				
Town Hall - Other			(9,000.00)				
Police - Wages			(46,280.57)				
Building Inspector - Wage			(1,000.00)				
Highway Dept - Other			(12,000.00)				
Council on Aging - Salary			(3,658.73)				
Library - Other			(1,000.00)				
Insurance - Town			(10,000.00)				
Insurance - Unemployment			(10,000.00)				
Solid Waste Enterprise			18,262.00				
Town Accountant							
Salary		56,190.00	13,788.00		69,978.00	0.00	
Wages		31,677.00			29,994.86	1,682.14	
Other		17,980.00			17,950.23	29.77	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2005

	Balance Forward 2004-2005	2005 Original Appropriation	2005 Transfers/ Adjustments	Receipts	Expended	Close to Treasury	Balance Forward to 2005-06
Board of Assessors							
Salaries		60,690.00			60,690.00	0.00	
Wages		31,677.00			31,568.39	108.61	
Other		14,900.00			14,345.97	554.03	
A15/99ATM FY00 Triennial Update	5,100.00		(5,100.00)			0.00	
A23/02ATM Triennial Re-Cert Update	49,212.00				15,911.00	0.00	33,301.00
A17/03ATM Assessors' Computer Upgrade	3,737.84					0.00	3,737.84
A6/05STM FY06 Triennial Update			21,000.00			0.00	21,000.00
Town Treasurer/Collector							
Salaries		52,964.00			52,964.00	0.00	
Wages		63,354.00			63,136.78	217.22	
Other		27,965.00			22,989.67	4,975.33	
Town Hall							
Wages		30,441.00			30,226.14	214.86	
Other		67,518.00	9,000.00		68,940.24	7,538.76	39.00
A6/02STM-A6/01STM Town Hall Historic Preservation	10,572.23					0.00	10,572.23
A8/02STM Town Hall Architect Barriers	50,000.00		(50,000.00)			0.00	
A18/03ATM Town Hall Computer Upgrade	2,027.58					0.00	2,027.58
A5/04STM Town Hall Computer Upgrade	8,193.15				3,970.98	0.00	4,222.17
A5/05STM TH Comp Sys Upgrade			12,600.00			0.00	12,600.00
School Street Building - Other		800.00			294.72	505.28	
Personnel Board							
Other		300.00			120.00	180.00	
Town Website							
Wages		920.00			920.00	0.00	
Other		3,500.00			3,208.56	291.44	
Cable Advisory							
Wages		1,780.00			1,780.00	0.00	
Town Clerk							
Salaries		49,707.00			49,707.00	0.00	
Wages		26,087.00			25,798.78	288.22	
Other	522.75	17,549.00	(159.92)		16,734.03	1,177.80	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2005

	Balance Forward 2004-2005	2005 Original Appropriation	2005 Transfers/ Adjustments	Receipts	Expended	Close to Treasury	Balance Forward to 2005-06
Prior Year Other Town Clerk			159.92		159.92	0.00	
A39/93ATM Town Codification	3,859.72					0.00	3,859.72
Trust Fund Clerk							
Salary		1,000.00			1,000.00	0.00	
Other		100.00				100.00	
Conservation Commission							
Salary		37,088.00			37,088.00	0.00	
Planning Board							
Salaries		600.00			600.00	0.00	
Wages		4,072.00			4,072.00	0.00	
Other		1,958.00			726.71	1,231.29	
Zoning Board							
Wages		745.00			163.35	581.65	
Other	528.00	1,100.00			1,059.12	568.88	
TOTAL GENERAL GOVERNMENT	141,521.83	1,021,554.00	(73,065.30)	0.00	894,210.44	91,483.16	104,316.93
PUBLIC SAFETY							
Police Department							
Salaries		133,862.00			133,862.00	0.00	
Wages		817,091.00	78,780.57		883,197.50	12,674.07	
Other		98,303.00			97,961.63	264.85	76.52
Fire Department							
Salaries		89,364.00			89,364.00	0.00	
Wages		310,566.00			291,721.40	18,844.60	
Other	2,107.35	79,305.00	6,500.00		76,771.22	236.51	10,904.62
A35/04ATM Purch Util Veh Fire		35,000.00			35,000.00	0.00	
A36/04ATM Replace Fire Ov Door		12,000.00				0.00	12,000.00
Ambulance Service - Other		45,200.00			45,000.00	200.00	
Inspectional Services							
Salaries		59,520.00			58,753.22	766.78	
Wages		16,376.00	1,000.00		16,647.21	728.79	
Other		4,789.00			4,632.38	32.06	124.56

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2005

	Balance Forward 2004-2005	2005 Original Appropriation	2005 Transfers/ Adjustments	Receipts	Expended	Close to Treasury	Balance Forward to 2005-06
Sealer of Weights and Measures							
Salaries		1,500.00			1,500.00	0.00	
Other		100.00				100.00	
Animal Control Officer							
Salary		8,500.00			8,500.00	0.00	
Other		1,600.00			707.90	892.10	
Animal Inspector							
Salary		6,180.00			6,180.00	0.00	
Other		1,340.00			1,224.05	115.95	
TOTAL PUBLIC SAFETY	2,107.35	1,720,596.00	86,280.57	0.00	1,751,022.51	34,855.71	23,105.70
EDUCATION							
Elementary Schools							
Administration		578,571.00	34,839.00		572,338.43	41,071.57	
Instructional Salaries		3,412,045.00	(42,943.00)		3,254,529.83	114,572.17	
Instructional Materials		56,563.00			77,300.65	(20,737.65)	
Other School Services		216,294.00	1,316.00		218,792.86	(1,182.86)	
Transportation Regular		283,751.00			248,330.25	35,420.75	
Fuel and Power		175,473.00			173,989.09	1,483.91	
Building, Operations and Maintenance		365,519.00	6,788.00		342,522.82	29,784.18	
Special Needs		203,947.00			217,855.31	(13,908.31)	
FY2005 Elementary Education Operating Budget		5,292,163.00	0.00	0.00	5,105,659.24	96,631.64	89,872.12
Pr Yr Elementary School Expenditures	68,208.49				54,454.89	13,753.60	
A26/03 Elementary School Copier		15,000.00			14,958.00	42.00	
Masconomet Regional School Assessment		4,815,270.00	(314,924.00)		4,490,529.25	9,816.75 **	
North Shore Vocational Tech Assessment		56,565.00			54,388.00	2,177.00	
TOTAL EDUCATION	68,208.49	10,178,998.00	(314,924.00)	0.00	9,719,989.38	122,420.99	89,872.12
PUBLIC WORKS							
General Highway							
Salary		65,554.00			65,554.00	0.00	
Wages		168,818.00			154,476.65	14,341.35	
Other		126,647.00	12,000.00		126,423.90	12,223.10	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2005

	Balance Forward 2004-2005	2005 Original Appropriation	2005 Transfers/ Adjustments	Receipts	Expended	Close to Treasury	Balance Forward to 2005-06
A17/01ATM Road, Bridge & Sidewalk	1,879.51				1,879.51	0.00	
A25/02ATM Road, Bridge & Sidewalk	10,178.42				10,178.42	(0.00)	
A19/03ATM Highway Ipswich Rd Engineering	70,000.00				70,000.00	0.00	
A38/04ATM Road,Bridge,Sidewalk		100,000.00			47,381.26	0.00	52,618.74
A39/04ATM Purch Hwy Util Truck		32,500.00			32,479.77	20.23	
Snow and Ice							
Wages		64,382.00			86,289.04	(21,907.04)	
Other		102,605.00			240,529.50	(137,924.50)	
Street Lights		16,000.00	750.00		15,958.93	791.07	
TOTAL PUBLIC WORKS	82,057.93	676,506.00	12,750.00	0.00	851,150.98	(132,455.79)	52,618.74
HUMAN SERVICES							
Board of Health							
Salary		51,280.00			51,280.00	0.00	
Wages		2,800.00			2,786.10	13.90	
Other	77.22	14,470.00			14,187.14	360.08	
Sanitary Landfill - Services		324,210.00	(2,262.00)		319,578.94	2,369.06	
A10/01STM Improvements to Landfill	21,754.00					0.00	21,754.00
A29/02ATM Start up Landfill Park	871.56				604.00	267.56	
A30/02ATM Landfill Infrastructure	2,087.07				2,087.07	0.00	
Recycling							
Other		7,250.00			4,223.00	3,027.00	
Council on Aging						0.00	
Salary		37,088.00	3,658.73		40,746.73	0.00	
Wages		36,151.00			36,088.21	62.79	
Other	249.98	3,140.00			3,287.29	102.69	
Prior Year Council on Aging - Other						0.00	
Tri-Town Council		19,468.00			19,468.00	0.00	
A6/04ATM Tri-Town Adj Counselor		20,000.00			20,000.00	0.00	
H A W C		1,000.00			1,000.00	0.00	
Veteran's Benefits & Services		1,600.00	1,500.00		2,929.79	170.21	
Soldier/Sailor Graves		750.00			750.00	0.00	
TOTAL HUMAN SERVICES	25,039.83	519,207.00	2,896.73	0.00	519,016.27	6,373.29	21,754.00

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2005

	Balance Forward 2004-2005	2005 Original Appropriation	2005 Transfers/ Adjustments	Receipts	Expended	Close to Treasury	Balance Forward to 2005-06
CULTURE AND RECREATION							
Library							
Salary		153,659.00			153,659.00	0.00	
Wages		130,130.00	4,800.00		134,072.87	857.13	
Other	216.12	97,479.00	1,000.00		98,526.35	168.77	
Park and Cemetery							
Salary		56,190.00			56,190.00	0.00	
Wages		124,824.00			115,643.07	9,180.93	
Other	463.78	54,784.00			52,070.25	2,852.53	325.00
A15/04ATM Replace PC Tract/Mower		28,950.00			28,900.00	50.00 ***	
A7/01 ATM Emerson Lease		750.00			750.00	0.00	
Tree Department							
Salary		2,654.00			2,654.00	0.00	
Wages		2,795.00			1,252.16	1,542.84	
Other		8,450.00			2,867.50	5,582.50	
A12/96ATM Tree Planning	173.86					0.00	173.86
Historical Commission							
Other		500.00			161.51	338.49	
Memorial Day						0.00	
Other		2,000.00			1,928.04	71.96	
A13/01STM Cultural Council Matching Grant	1,069.05				500.00	0.00	569.05
TOTAL CULTURE AND RECREATION	1,922.81	663,165.00	5,800.00	0.00	649,174.75	20,645.15	1,067.91
DEBT SERVICE							
Long Term Debt Interest		572,947.00			572,946.50	0.50	
Interest Temporary Loans		10,000.00			4,374.52	5,625.48	
Long Term Debt Principal		489,500.00			489,500.00	0.00	
Debt Issue Costs		5,600.00			3,050.00	2,550.00	
TOTAL DEBT SERVICE	0.00	1,078,047.00	0.00	0.00	1,069,871.02	8,175.98	0.00

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2005

	Balance Forward 2004-2005	2005 Original Appropriation	2005 Transfers/ Adjustments	Receipts	Expended	Close to Treasury	Balance Forward to 2005-06
OTHER EXPENDITURES							
Pensions - Essex County Retirement		420,927.00			420,927.00	0.00	
Insurance - Unemployment		20,000.00	10,000.00		25,850.71	4,149.29	
Insurance - Life and Hospital		882,003.00	(47,900.00)		815,449.62	18,653.38	
Insurance - Town		183,751.00			181,912.00	1,839.00	
State Assessment - Cherry Sheet		149,579.00			152,565.00	(2,986.00)	
TOTAL OTHER EXPENDITURES	0.00	1,656,260.00	(37,900.00)	0.00	1,596,704.33	21,655.67	0.00
Total General Fund	320,858.24	17,514,333.00	(318,162.00)	0.00	17,051,139.68	173,154.16	292,735.40
CAPITAL PROJECTS FUND							
A2/96OTM Library Expansion	4,273.97					0.00	4,273.97
A31/97ATM Landfill Park Closure	0.06					0.00	0.06
A16/98ATM Close/Cap Landfill	9,422.95				956.81	0.00	8,466.14
A17/98ATM Grade Landfill	5.25					0.00	5.25
Total Capital Projects Fund	13,702.23	0.00	0.00	0.00	956.81	0.00	12,745.42
WATER DEPARTMENT - ENTERPRISE							
Salary		56,190.00			56,190.00	0.00	
Wages		135,073.00			124,316.24	10,756.76	
Other	5,115.00	193,398.00			180,793.14	9,028.49	8,691.37
Water Reserve Fund		121,882.00				121,882.00	
Debt Interest		5,802.00			5,801.88	0.12	
Debt Principal		5,500.00			5,500.00	0.00	
Unanticipated Emergencies		75,000.00				75,000.00	
A35/97ATM Water Supply Search	9,200.00					0.00	9,200.00
A25/99ATM Engineering Services Water Projects	55,425.69				1,027.14	0.00	54,398.55
A32/00ATM Search Deep Rock Wells	70,963.36				1,256.83	0.00	69,706.53
A5/02STM Replace Water Control Data Sys	7,457.04				6,937.95	0.00	519.09
A22/03ATMRen Perk Row & Nth St Pump Station	96,782.98				18,596.64	0.00	78,186.34
A23/01ATM Replace North Street Roof	3,324.08				675.00	0.00	2,649.08
A32/02ATM Confined Space Equipment	20,914.00					0.00	20,914.00
A20/03ATM Engineering Ipswich Road	15,000.00				12,643.00	0.00	2,357.00
A21/03ATM Salem Road Water Main Ext	70,634.50				43,706.93	0.00	26,927.57
A42/04ATM North St Well Fld Re		40,000.00				0.00	40,000.00
Total Water Enterprise Fund	354,816.65	632,845.00	0.00	0.00	457,444.75	216,667.37	313,549.53

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2005

	Balance Forward 2004-2005	2005 Original Appropriation	2005 Transfers/ Adjustments	Receipts	Expended	Close to Treasury	Balance Forward to 2005-06
SOLID WASTE ENTERPRISE FUND							
A20/02ATM Annual Engineering & Monitoring	871.04					871.04	
A12/03ATM Annual Engineering & Monitoring	9,062.23				3,263.73	5,798.50	
A12/04ATM Annual Engineering & monitoring		56,980.00			46,876.92	0.00	10,103.08
Total Solid Waste Enterprise Fund	9,933.27	56,980.00	0.00	0.00	50,140.65	6,669.54	10,103.08
Balance Forward from 2004-2005	699,310.39						
2005 Appropriations Including Transfers		18,204,158.00	(318,162.00)				
Receipts, Refunds & Other				0.00			
Expended					17,559,681.89		
Close to Treasury							
Balance Forward to 2005-06						396,491.07	629,133.43
						proof	0.00
NON APPROPRIATION EXPENDITURES							
State Grants:							
Council on Aging Formula Grant	102.37			6,554.00	4,877.47	0.00	1,778.90
Cultural Council	1,075.00			2,000.00	2,450.00	0.00	625.00
Extended Polling Hours				746.00	746.00	0.00	
Fire Safety Grant	1,987.71			1,029.58	1,313.06	0.00	1,704.23
Fire Safety Equipment Grant				21,000.00	2,140.26	0.00	18,859.74
Fire-MEMA Certification Grant				987.00	987.00	0.00	
Fire-Local Preparedness Grant				12,820.00	12,820.00	0.00	
Highway Chapter 90				163,108.12	175,554.07	0.00	(12,445.95)
Library LIG/MEG Grant	3,251.30			11,083.57	4,367.61	0.00	9,967.26
Library Project Renov/Exp Grant	197.65					0.00	197.65
Library Science Technology Grant	4,182.29			0.00	4,182.29	0.00	
Library Supplemental Grant				600.00	515.01	0.00	84.99
Mass Environment Management Grant	856.00					0.00	856.00
Mass Historic Preservation Grant	643.84					0.00	643.84
Police-GHSB Grant				7,090.47	7,090.47	0.00	
Recycling DEP Grant	14,185.77				269.68	0.00	13,916.09

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2005

	Balance Forward 2004-2005	2005 Original Appropriation	2005 Transfers/ Adjustments	Receipts	Expended	Close to Treasury	Balance Forward to 2005-06
School - Circuit Breaker Grant FY04	37,128.00			5,520.00		0.00	42,648.00
School - Circuit Breaker Grant FY05				76,378.00		0.00	76,378.00
School Enrollment Aid	51,825.00				1,552.36	0.00	50,272.64
School Foundation Reserve Grant				10,000.00		0.00	10,000.00
School-Academic Support Services	164.05				164.05	0.00	
Federal Grants:							
Council on Aging-Title III	12.28			2,650.00	2,650.00	0.00	12.28
Fire-FEMA Assist Firefighters				869.00	869.00	0.00	
Fire- FEMA/MEMA	1,600.00			47,759.90	47,759.90	1,600.00	
Fire - Volunteer Fire Assistance				1,657.50	1,657.50	0.00	
Police-Comm Policing	7,754.25				7,395.36	0.00	358.89
School-Drug Free Schools	484.47			1,952.00	1,936.00	0.00	500.47
School-Early Childhd Allocation				2,895.00	2,895.00	0.00	94.00
School-Enhanced Ed Through Technology	719.37			648.00	1,307.03	0.00	60.34
School-SPED 94-142	1,384.63			107,650.00	100,832.95	0.00	8,201.68
School-SPED Program Improvement	5,271.13			5,000.00	10,271.13	0.00	
School-SPED Corrective Action				5,000.00		0.00	5,000.00
School-Teacher Quality	7,074.10			9,852.00	11,162.18	0.00	5,763.92
School-Title Five	1,629.00			1,366.00	2,402.00	0.00	593.00
Gifts,Donations and Other:							
Cable Advisory Committee Gift	22,637.99			7,500.00	17,303.47	0.00	12,834.52
COA Betty Wogan Gift	1,433.60				600.00	0.00	833.60
COA Donations to Meals/ Wheels	2,303.00			4,070.00	3,208.00	0.00	3,165.00
COA Gift	1,754.23			551.00	1,424.96	0.00	880.27
COA Sunshine Ladies Gift	491.30				51.00	0.00	440.30
COA Transportation Donation	5,928.85			2,294.40	2,213.75	0.00	6,009.50
Conservation Com Gift	100.00					0.00	100.00
Conservation Fund Ch 40 S 8C	5,672.62			89.96		0.00	5,762.58
Fire Dept EMS Equipment Gift	3,406.28			350.00	2,409.46	0.00	1,346.82
Fire Dept Gift	75.00					0.00	75.00
Flag Pole Fund	537.00					0.00	537.00
Historical Comm Preservation Gift	240.00					0.00	240.00
Historical Commission Gift	4,100.00				4,100.00	0.00	

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2005

	Balance Forward 2004-2005	2005 Original Appropriation	2005 Transfers/ Adjustments	Receipts	Expended	Close to Treasury	Balance Forward to 2005-06
Library Gift Program	5,472.95					0.00	5,472.95
Library Gifts, Friends	1,324.28				1,324.28	0.00	
Library Gifts, Miscellaneous	1,263.04			1,300.00	692.02	0.00	1,871.02
Open Space Fund Ch 40 S 8C	192.77			3.05		0.00	195.82
Police - D.A.R.E. Donations	799.03			4,549.00	3,735.67	0.00	1,612.36
Police - Law Enforcement Trust	727.20					0.00	727.20
Police Dept Gift	3,042.62			1,500.00	3,466.00	0.00	1,076.62
Sale of Cemetery Lots	74,775.09			7,965.80		0.00	82,740.89
School Chap 71 Education Fund	2,418.71			540.00		0.00	2,958.71
School Chap 712 Scholarship Fund	645.54			865.62	975.00	0.00	536.16
School -Educ Foundation Gift	851.40					0.00	851.40
School Gift T E S P T O	6,069.25				6,069.25	0.00	
School Gifts	1,036.98					0.00	1,036.98
School Historical Society Gift				5,000.00	605.11	0.00	4,394.89
Stabilization Fund	759,611.14		25,000.00	5,985.32		0.00	790,596.46
Tree Planning Gift	2,664.00					0.00	2,664.00
Revolving Accounts:							
Cemetery							
Conservation Revolving Fund	31,819.62			15,391.73	17,038.68	0.00	30,172.67
Conservation Wetland Fees	59,593.22			32,008.62	20,483.34	0.00	71,118.50
Conservation Consul Ch 44:53G	19,162.59			12,920.43	8,658.04	0.00	23,424.98
Insurance & Restitution Highway				21,717.85	15,090.64	0.00	6,627.21
Insurance & Restitution Library	6,908.36			3,518.71	3,518.71	0.00	
				3,233.67	6,106.11	0.00	4,035.92

TOWN OF TOPSFIELD
STATEMENT OF APPROPRIATIONS AND EXPENDITURES
FISCAL YEAR ENDING JUNE 30, 2005

	Balance Forward 2004-2005	2005 Original Appropriation	2005 Transfers/ Adjustments	Receipts	Expended	Close to Treasury	Balance Forward to 2005-06
Insurance & Restitution School	0.00			24,961.22	24,951.48	9.74	
Insurance & Restitution Tree	3,453.05					0.00	3,453.05
Insurance & Restitution Water			(1,760.15)	1,760.15		0.00	
Library Lost Book Revolving	514.23			247.00		0.00	761.23
Park Revolving Ch 44:53E 1/2				13,350.00	2,250.00	0.00	11,100.00
Planning Board Consult Ch 44:53G				2,505.47	2,501.34	0.00	4.13
Recreation/Park	5,807.10			6,529.00	11,029.57	0.00	1,306.53
School Cafeteria	75,168.72			182,431.33	199,096.63	0.00	58,503.42
School Instrumental Music	12,411.03			38,368.00	45,913.57	0.00	4,865.46
School Lost Book Revolving	381.34			54.52	435.86	0.00	
School Pre-School Tuition	298,640.04			182,398.38	183,661.12	0.00	297,377.30
School Rental of Surplus				9,350.00	9,350.00	0.00	
School Student Activity Ch71:47				2,375.00	2,375.00	0.00	
Zoning Board Consult Ch 44:53G	3,013.68			14.49	1,006.81	0.00	2,021.36
Total Special Revenue Funds	1,567,975.06	0.00	23,239.85	1,102,009.86	1,011,812.25	1,609.74	1,679,802.78
Trust Funds						proof	0.00
Non-Expendable Trust Funds	5,953,190.65			59,645.22		0.00	6,012,835.87
Expendable Trust Funds	1,241,885.99		(75,000.00)	208,510.91	144,798.32	0.00	1,230,598.58
Total Trust Funds	7,195,076.64	0.00	(75,000.00)	268,156.13	144,798.32	0.00	7,243,434.45
*Transfers						proof	0.00
Total Expenditures & Other Financing Uses - Fiscal 2005					\$18,716,292.46		
** appropriated at 05ATM as funding source							
*** closed to Cemetery Perpetual Care							

TOWN OF TOPSFIELD, MASSACHUSETTS

[illegible]

Report of the Town Treasurer

Pursuant to the General Laws of Massachusetts Chapter 41 Section 35, I submit herewith a true account of all receipts and disbursements.					
Beginning Cash/Investments as of 7/1/04					\$ 13,204,161.45
Receipts					-
Disbursements					-
Total Cash/Investments as of 6/30/05					\$ 13,869,223.39
Petty Cash on hand 6/30/04					711.02
Petty Cash on hand 6/30/05					449.41
Interest Earned and Gain on Investments					
General Fund					40,793.00
Interest on Bond Sale					-
Solid Waste Fund					6,213.00
School Lunch					870.00
Stabilization Fund					5,985.00
Water Enterprise Fund					26,833.00
Total Interest and Gain on Investments					80,694.00
Collections from Tax Title accounts					183,766.00
Interest collected from Tax Title accounts					165,525.00
<u>Deposits held to Guarantee Payment</u>					
Balance as of 6/30/04					5,863.88
Balance as of 6/30/05					5,889.08
<u>Sale of Cemetery Lots</u>					
Balance as of 6/30/04					74,775.09
Balance as of 6/30/05					83,178.39
<u>Stabilization Fund</u>					
Balance as of 6/30/04					759,611.14
Balance as of 6/30/05					790,596.46
<u>Trust Funds</u>					
Balance as of 6/30/04					7,195,076.64
Balance as of 6/30/05					7,238,513.55

Respectfully submitted,
 Barbara B. Michalowski
Town Treasurer and Collector

Report of the Town Collector

TYPE - YEAR	BEGINNING BALANCE	COMMITTED	BALANCE DUE
	7/1/2004		06/30/05
MOTOR VEHICLE EXCISE			
1989-1995	3,597.76		4,496.68
1996	1,163.64		1,163.64
1997	1,133.12		1,133.12
1998	3,057.91		3,057.91
1999	3,727.01		3,719.09
2000	3,189.87		3,159.87
2001	4,160.42		4,238.77
2002	5,238.67		3,814.08
2003	12,385.77	2,068.55	3,974.33
2004	40,768.10	177,444.70	14,907.96
2005	0.00	672,582.50	24,011.56
ROLLBACK TAX CH 61A	0.00		0.00
PERSONAL PROPERTY TAXES			
1988-2001	8,267.32		8,138.11
2002	1,186.41		1,158.74
2003	1,418.24		1,248.45
2004	2,542.36		601.03
2005		127,727.54	1,132.09
REAL ESTATE TAXES			
2001	15,290.00		15,290.00
2002	19,848.56		19,848.56
2003	18,799.48		18,735.44
2004	175,138.88		20,694.86
2005		13,739,793.05	188,421.73
TAX TITLE			
1989-2005	190,694.16	45,546.69	52,486.25
WATER BETTERMENT			
1994-2004 Tax Liens	0.00	0.00	0.00
2005 PRINCIPAL	0.00	8,129.36	0.00
2005 INTEREST	0.00	3,743.75	0.00
WATER USER FEES	43,138.09	688,119.47	34,153.32

Respectfully submitted,
 Barbara B. Michalowski
Town Treasurer and Collector

Report of the Commissioners of Trust Funds

Introduction:

The Commissioners of Trust Funds completed another productive year of the administration and management of the Topsfield trust funds. Topsfield is extremely fortunate to have so many different trust funds available for the continued funding of numerous projects. All disbursements from trust funds are from private accounts and do not come from any taxpayer funds. The Commission's main focus of its management of all the funds is to produce a consistent stream of income which grows with or greater than inflation while increasing the principal at a conservative rate so as to protect its purchasing power over time. The funds continue to be invested in high quality common stocks and United States government and corporate fixed income securities and exchange traded funds, in accordance with the conservative asset allocation guidelines adopted by the Commission.

Highlights and Accomplishments:

During the fiscal year, the Commissioners of Trust Funds provided funds for various town purposes including the following:

1. The payment of the cost of replacing the oil tank and the front steps at the ABC House by the David Cummings Trust at a total cost of \$4,440.00.
2. The payment of the cost of remodeling an elderly single female's bathroom for handicap accessibility to enable her to remain in her home by the David Cummings Trust at a cost of \$2,817.00 and the Deborah Kimball Trust at a cost of \$2,000.00.
3. The continued subsidizing of the Council on Aging, Meals-on-Wheels program by the David Cummings Trust at a total cost of \$4,128.48.
4. The continued underwriting of a Masconomet scholarship award and plaque by the Wallace H. Kneeland Trust at a cost of \$360.00.
5. The acquisition of books, periodicals and other miscellaneous items and the upkeep of such on behalf of the Topsfield Library by the George Gould Trust and other library specific trusts in the amount of \$105,977.84.

6. The acquisition and upkeep of art and other associated items and the funding of artistic presentations by the Topsfield Library (\$25,075.00) and the fourth payment on the bond issued in connection with the Library Construction Project (\$66,000.00) by the George Gould Trust in the amount of \$91,075.00.

Community Awareness:

The Commissioners of Trust Funds have attempted to make the community aware of the existence of the trust funds and of their purposes by communicating with the local newspaper media, the local clergy of all different denominations and others. While the trust funds have been established for specific and limited purposes, the Commission welcomes inquiries about the trusts and their distributive provisions, which are reviewed at periodic meetings.

Respectfully submitted,

David G. Strachan, Jr., *Chairman*

Marjorie J. Rouisse, *Member and Clerk*

Herbert Wass, *Member*

TOWN OF TOPSFIELD COMMISSIONERS OF TRUST FUNDS ALLOCATION OF COMBINED INVESTMENT FUNDS										
TRUST NAME	JUNE 30 2004 BALANCES					FISCAL 2005		JUNE 30 2005 BALANCES		
				PRINCIPAL	PRINCIPAL					
				RECEIPTS	CHARGES	INCOME	INCOME			
	BK VALUE	MKT VALUE	% TOTAL	& GAINS	& LOSSES	RECEIVED	EXPENDED	BK VALUE	MKT VALUE	% TOTAL
PINGREE * Principal	15,227.20	17,726.31	3.722%	306.80	138.16			15,395.83	17,227.25	3.722%
Income	61,938.48	83,338.76	17.498%	1,442.38	649.57	2,777.15		65,508.45	80,992.50	17.498%
CUMMINGS * Principal	31,183.74	36,301.64	7.622%	628.29	282.95			31,529.09	35,279.63	7.622%
Income	180,073.06	184,659.18	38.770%	3,195.98	1,439.29	6,071.75	11,385.48	176,516.02	179,460.42	38.770%
KIMBAL * Principal	923.21	1,074.72	0.226%	18.60	8.38			933.43	1,044.46	0.226%
Income	2,959.50	2,664.59	0.559%	46.12	20.77	102.75	2,000.00	1,087.60	2,589.58	0.559%
PEABODY * Principal	895.66	1,042.66	0.219%	18.05	8.13			905.58	1,013.31	0.219%
Income	1,308.21	1,507.82	0.317%	26.10	11.75	70.08		1,392.64	1,465.37	0.317%
GOULD COMMON * Principal	895.66	1,042.66	0.219%	18.05	8.13			905.58	1,013.31	0.219%
Income	4,893.35	4,282.70	0.899%	74.12	33.38	146.34		5,080.42	4,162.13	0.899%
GOULD PARK * Principal	895.66	1,042.66	0.219%	18.05	8.13			905.58	1,013.31	0.219%
Income	693.31	2,707.26	0.568%	46.86	21.10	103.04		822.11	2,631.04	0.568%
MONUMENT * Principal	1,638.42	1,907.32	0.400%	33.01	14.87			1,656.57	1,853.62	0.400%
Income	5,315.45	5,667.21	1.190%	98.08	44.17	208.14		5,577.50	5,507.66	1.190%
KNEELAND * Principal	12,956.13	14,413.59	3.026%	249.46	112.34			13,093.25	14,007.80	3.026%
Income	950.32	399.48	0.084%	6.91	3.11	407.05	360.00	1,001.17	388.23	0.084%
LIBRARY GEN'L * Principal	19,797.26	23,046.41	4.839%	398.87	179.63			20,016.50	22,397.58	4.839%
Income	(2,058.59)	13,063.53	2.743%	226.10	101.82	992.26	7,318.89	(8,260.95)	12,695.75	2.743%
LIBRARY DOW * Principal	1,791.31	2,085.29	0.438%	36.09	16.25			1,811.15	2,026.58	0.438%
Income	(463.47)	501.33	0.105%	8.68	3.91	71.08	412.90	(800.52)	487.22	0.105%
LIBRARY LAMSON * Principal	19,054.23	22,181.44	4.657%	383.90	172.89			19,265.25	21,556.96	4.657%
Income	(192.81)	5,393.36	1.132%	93.35	42.04	757.72	3,250.90	(2,634.68)	5,241.52	1.132%
LIBRARY WILDES * Principal	12,573.17	14,636.68	3.073%	253.32	114.08			12,712.42	14,224.61	3.073%
Income	(1,270.08)	5,226.64	1.097%	90.46	40.74	545.82	3,789.31	(4,463.85)	5,079.49	1.097%
LIBRARY HADSELL * Principal	4,887.70	5,625.45	1.181%	97.36	43.85			4,941.22	5,467.08	1.181%
Income	(12.89)	335.44	0.070%	5.81	2.61	163.80	312.71	(158.61)	325.99	0.070%
LIBRARY WITHAM * Principal	24,477.52	23,676.03	4.971%	409.77	184.54			24,702.75	23,009.47	4.971%
Income	691.82	738.04	0.155%	12.77	5.75	670.87	522.37	847.34	717.26	0.155%
COLUMN TOTALS	\$402,022.55	\$476,288.21	100.00%	\$8,243.33	\$3,712.34	\$13,087.86	\$29,352.56	\$390,288.84	\$462,879.14	100.00%

TOWN OF TOPSFIELD COMMISSIONERS OF TRUST FUNDS GEORGE L. GOULD FUND - ALLOCATION									
	JUNE 30 2004 BALANCES			FISCAL 2005				JUNE 30 2005 BALANCES	
				PRINCIPAL	PRINCIPAL				
				RECEIPTS	CHARGES	INCOME	INCOME		
GEORGE GOULD TRUST (1)	BOOK VALUE	MARKET VALUE		& GAINS	& LOSSES	RECEIVED	EXPENDED	BOOK VALUE	MARKET VALUE
PRINCIPAL ACCOUNT	4,347,328.37	5,381,963.27		149,521.76	36,454.37	0.00	0.00	4,460,395.76	5,431,633.88
INCOME: FUND A - BOOKS	336,386.98	336,324.32		28.00	399.95	89,977.17	90,370.76	335,621.44	332,889.60
INCOME: FUND B - ART & MAINT	269,540.54	269,871.54		28.00	362.80	92,371.05	91,075.00	270,501.79	268,545.57
COLUMN TOTALS	4,953,255.89	5,988,159.13		149,577.76	37,217.12	182,348.22	181,445.76	5,066,518.99	6,033,069.05
(1) Funded October 1988									



TOWN OF TOPSFIELD, MASSACHUSETTS
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